## RESERVATION INFORMATION

- **Event Title:**
- **Date of Event:**
- **Time of Event:** (start) (end)
- **Contact Name:**
- **Phone:**
- **Email:**
- **Expected Attendance:**
- **Is Chartwells providing food?**

*We will set the room to accommodate attendance numbers

*Attach a copy of the catering form

## SET-UP OPTIONS

The Student Center Staff will complete the set-up. Please select your requested set-up style.

<table>
<thead>
<tr>
<th>Style</th>
<th>Diagram</th>
</tr>
</thead>
<tbody>
<tr>
<td>LECTURE</td>
<td><img src="lecture.png" alt="Lecture Diagram" /></td>
</tr>
<tr>
<td>BANQUET</td>
<td><img src="banquet.png" alt="Banquet Diagram" /></td>
</tr>
<tr>
<td>CONFERENCE</td>
<td><img src="conference.png" alt="Conference Diagram" /></td>
</tr>
<tr>
<td>PRESENTATION</td>
<td><img src="presentation.png" alt="Presentation Diagram" /></td>
</tr>
<tr>
<td>BOARDROOM</td>
<td><img src="boardroom.png" alt="Boardroom Diagram" /></td>
</tr>
<tr>
<td>CLASSROOM</td>
<td><img src="classroom.png" alt="Classroom Diagram" /></td>
</tr>
<tr>
<td>EXHIBIT</td>
<td><img src="exhibit.png" alt="Exhibit Diagram" /></td>
</tr>
<tr>
<td>BANQUET</td>
<td><img src="banquet.png" alt="Banquet Diagram" /></td>
</tr>
</tbody>
</table>

### Select your set-up:
- Lecture Style
  - #tables #chairs
- Banquet
  - (round tables) #tables #chairs
- Presentation
  - #tables #chairs
- Boardroom
  - #tables #chairs
- Classroom
  - #tables #chairs
- Exhibit
  - #tables #chairs
- Banquet (rectangle tables)
  - #tables #chairs

---

Please draw your selected setup in relation to the room diagram: