

## Ohrman Room (Large Meeting Room) Meeting Room Set-Up Request Form

Group/Organization Name: \_\_\_\_\_

Group Set-Up Contact Name: \_\_\_\_\_

Group Contact Phone Number: \_\_\_\_\_

Meeting Date(s) Requested: \_\_\_\_\_

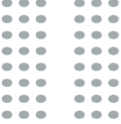
Meeting Time(s) Requested: \_\_\_\_\_

**Please select one layout style for the Ohrman Room.**

Indicate Option Box selected: \_\_\_\_\_

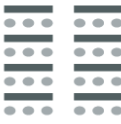
Enter the number of tables and chairs requested in the Option Box you selected.

**Option A: Auditorium**  
Max. Capacity: 60 chairs  
No tables




# of chairs: \_\_\_\_\_

**Option B: Classroom**  
Max. Capacity: 28 chairs  
(2 per table); 14 tables



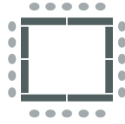
# of tables: \_\_\_\_\_  
# of chairs: \_\_\_\_\_

**Option C: Chairs in Circle/Oval**  
Max. Capacity: 50 chairs  
No tables



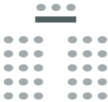
# of chairs: \_\_\_\_\_

**Option D: Enclosed Square/Rectangle**  
Max. Capacity: 28 chairs  
(2 per table); 14 tables




# of tables: \_\_\_\_\_  
# of chairs: \_\_\_\_\_

**Option E: Panel Presentation**  
Max. Capacity: 28 chairs  
(2 per table); 14 tables




# of tables: \_\_\_\_\_  
# of chairs: \_\_\_\_\_  
# of head table(s): \_\_\_\_\_

**Option F: Open Room**  
Max. Capacity: 50  
NO TABLES  
NO CHAIRS




**Option G: U-Shape**  
Max. Capacity: 28 chairs  
(2 per table); 14 tables



# of tables: \_\_\_\_\_  
# of chairs: \_\_\_\_\_  
# of head table(s): \_\_\_\_\_

**Option H: Chairs against Walls**  
Max. Capacity: 80 chairs  
No tables



# of chairs: \_\_\_\_\_

**Please indicate audiovisual and equipment needs for the Ohrman Room below:**

- |   |                                      |
|---|--------------------------------------|
| <input type="checkbox"/> LCD Projection Screen, HDMI Connection   | <input type="checkbox"/> DVD player  |
| <input type="checkbox"/> 2 TV Monitors, HDMI Connection   | <input type="checkbox"/> Apple TV    |
| <input type="checkbox"/> Kitchenette access (additional fee of \$30.00)                                 | <input type="checkbox"/> White Board |
| <input type="checkbox"/> Stage: additional fee of \$30 per section; four sections available, 4'x8' each | <input type="checkbox"/> Lectern     |
| <input type="checkbox"/> Two sinks  | <input type="checkbox"/> Microphone  |