

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: _____

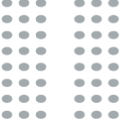
Meeting Time(s) Requested: _____

Please select one layout style for the Ohrman Room.

Indicate Option Box selected: _____

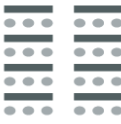
Enter the number of tables and chairs requested in the Option Box you selected.

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




of chairs: _____

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



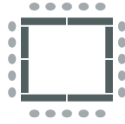
of tables: _____
 # of chairs: _____

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



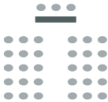
of chairs: _____

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:

LCD Projection Screen

2 TV Monitors

Video Inputs: HDMI VGA Video + 3.5mm audio USB-C adapter

Stage: additional fee of \$30 per section; four sections available, 4'x8' each

Microphone: Wired

Microphone: Wireless (Choose only one type below) **Fee: \$15**

Handheld Head mic Instrument Cable Lapel

DVD/Blu-ray player

Apple TV

White Board

Lectern

Two sinks