

# Room Setup Checklist

THIS FORM MUST BE RECEIVED 72 HOURS IN ADVANCE OF EVENT TO ENSURE PROPER SETUP

## MBUSI TRAINING CENTER ROOM RESERVATION REQUEST / INFORMATION

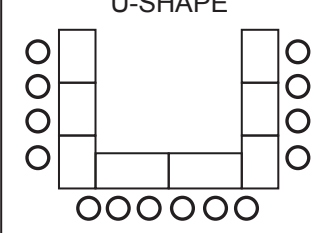
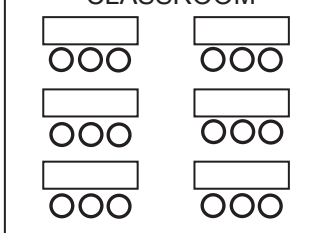
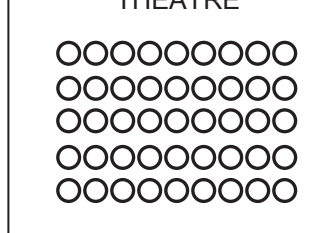
IF AVAILABLE, PLEASE FAX US YOUR MEETING AGENDA

Class Name:		Date Room Needed:	
Contact Name:		Time:	
Contact Number:		Number of People:	
Requested By:		Room Assigned:	

### EQUIPMENT / TECHNICAL NEEDS PLEASE CHECK YOUR REQUIREMENTS

	DVD PLAYER
	LCD PROJECTOR (BEAMER) and SCREEN (to connect to a laptop)
	LAPTOP with Microsoft Office (if required, request network connection below)
	NETWORK CONNECTION TO PLANT (you may request a laptop or provide your own)
	MICROPHONE (available <i>only</i> in A-11 and A-12)
	FLIP CHART with MARKERS
	WHITE BOARD with MARKERS / ERASER
	<i>OTHER REQUIREMENTS:</i>

### BASIC ROOM SET UP REQUEST PLEASE CIRCLE DESIRED ROOM STYLE:

<p><b>U-SHAPE</b></p> 	<p><b>CLASSROOM</b></p> 	<p><b>THEATRE</b></p> 	<p><b>OTHER</b></p>
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PLEASE PRINT NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**CONTACT CAFETERIA CATERING: (205) 507-3729 FOR YOUR CATERING NEEDS**