

SPORTSPLEX CONFERENCE ROOM SET-UP

Arrival Date: _____ Departure Date: _____

Group Name: _____

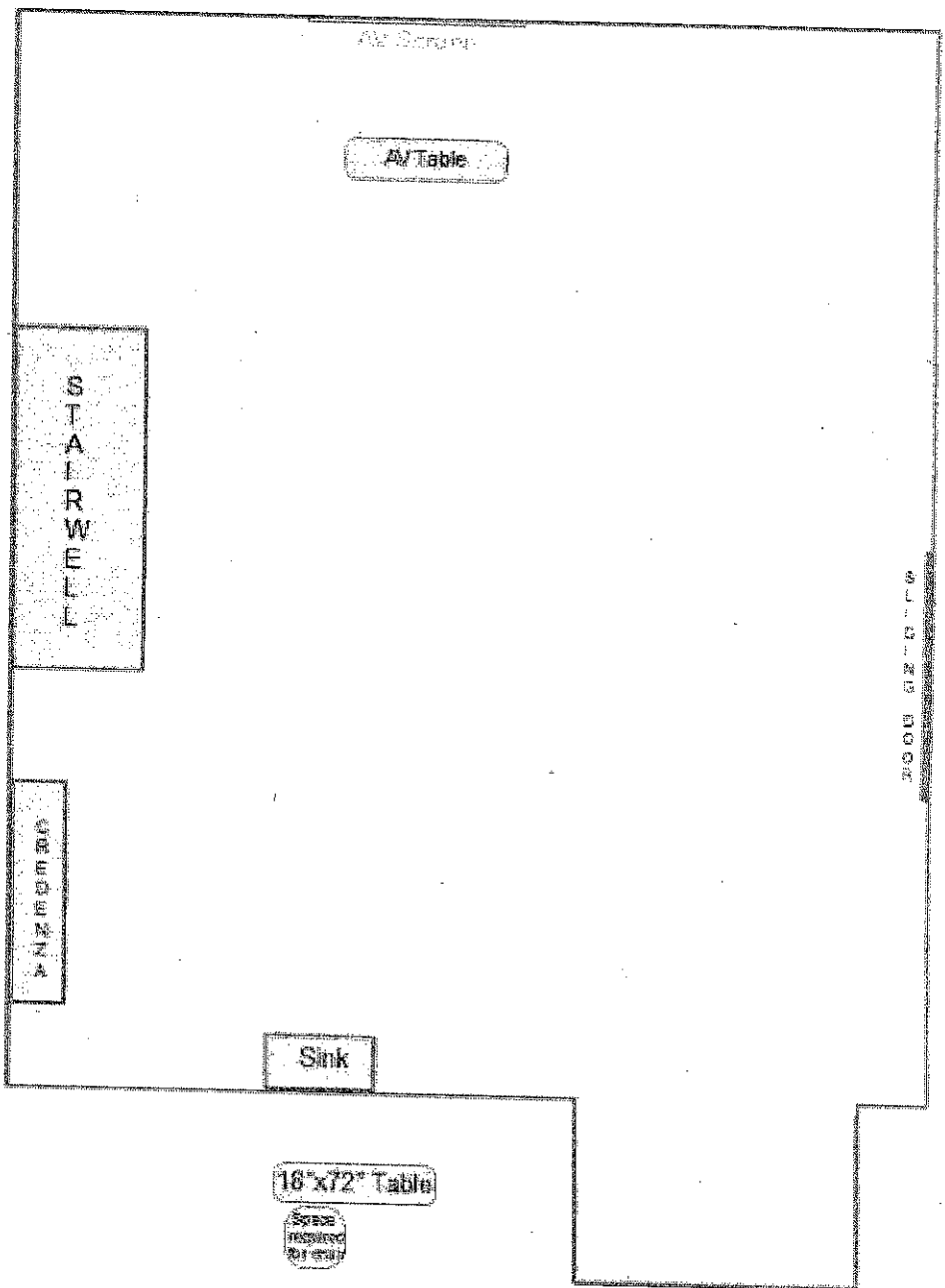
Room Needed: _____

Number of People: _____ Times Needed: _____

Table Set-up: _____

Equipment Needed:

- _____ A/V Table
- _____ White Board
- _____ Speaker Phone
- _____ AV Screen
- _____ Podium
- _____ Flipchart, Markers&Tape
- _____ Slide Projector
- _____ DVD/CD Player
- _____ Overhead Projector
- _____ LCD Projector
- _____ TV/VCR
- _____ Music Box
- _____ Coffee Urn
- _____ Water Urn
- _____ Table cloth
- _____ Cooler bottled water
- _____ Igloos
- _____ Cooler of Soda
- _____ Other



SPECIAL INSTRUCTIONS:

Wipe down tables. Provide Powerstrips and Extension cords if needed.

Drawing is to scale

Please write "done" on this paperwork and initial when setup is complete. Thanks!