Requestor Information

Today’s Date: __________________________
Requestor’s Name: __________________________
Agency/Program: __________________________
Type of Event: __________________________
Date of Event: __________________________
Time of Event: __________ to __________
# of Attendees: __________

Event Location

___ Multicultural Pavilion East & West*
___ Multicultural Pavilion East*
___ Multicultural Pavilion West*
___ Multipurpose Room*

Special Requests
(LCD projector, Cable TV/VCR/DVD, microphone(s), videoconferencing equipment, teleconferencing equipment, interpretation equipment, refreshment or registration tables, laptop)
________________________________________
________________________________________
________________________________________

Room Setup (Please refer to attached diagrams)

☐ Option A  ☐ Option B  ☐ Option C  ☐ Option D

POSTING OF FLYERS ON FACILITY WALLS, DOORS OR WINDOWS PROHIBITED
PLEASE USE EASELS TO DISPLAY POSTERS AND PRESENTATION MATERIALS

Administrative Use

Approval Date ________________  Approved  ☐ YES  ☐ NO

______________________________
Signature

Comments: ____________________________________________
________________________________________
________________________________________
Multicultural Pavilion Setup Options (Combined Rooms)

Option A - Theater

Entry

 LCD Screen

Podium

x = chair

Translation Booths

Capacity: 100

Option B - Classroom

Entry

 LCD Screen

Podium

x = chair

Translation Booths

Capacity: 80

Option C - Meeting

Entry

 LCD Screen

Podium

x = chair

Translation Booths

Capacity: 40

Option D - Banquet

Entry

 LCD Screen

Podium

x = chair

Translation Booths

Capacity: 100
Multicultural Pavilion Setup Options (West Room)

Option A - Theater

Entry

Podium

LCD Screen

x = chair

Partition

Capacity: 50

Option B - Classroom

Entry

Podium

LCD Screen

x = chair

___ = table

Partition

Capacity: 40

Option C - Meeting

Entry

Podium

LCD Screen

x = chair

___ = table

Partition

Capacity: 20

Option D – Banquet

Entry

Podium

LCD Screen

x = chair

___ = table

Partition

Capacity: 30
Multicultural Pavilion Setup Options (East Room)

Option A - Theater

Option B - Classroom

Option C - Meeting

Option D - Banquet

x = chair
___ = table

Capacity: 40

Capacity: 30

Capacity: 20

Capacity: 36