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

Option B - Classroom

Option C - Meeting

Option D - Banquet
Multicultural Pavilion Setup Options (West Room)

Option A - Theater

- Podium
- LCD Screen
- Podium
- LCD Screen
- Podium

Capacity: 50

Option B - Classroom

- Podium
- LCD Screen
- Podium
- LCD Screen
- Podium

Capacity: 40

Option C - Meeting

- Podium
- LCD Screen
- Podium
- LCD Screen
- Podium

Capacity: 30

Option D – Banquet

- Podium
- LCD Screen
- Podium
- LCD Screen
- Podium

Capacity: 20

x = chair
____ = table

x = chair
Multicultural Pavilion Setup Options (East Room)

Option A - Theater

Option B - Classroom

Option C - Meeting

Option D - Banquet

x = chair
___ = table

Capacity: 40

Capacity: 36

Capacity: 20

Capacity: 30