

General Motors (GM) Conference Room

Please return the event setup form to the RPM Office: lecroomscheduling@umich.edu

You may save the form by printing to a PDF (File+Print+Select Adobe PDF printer)

Event Name to Display

Event Date(s)

☐ Do not display on Lobby Kiosk

Your Name

Your Email

Department/Organization

Phone Number

Advertised event start time

Advertised event end time

Number of Attendees

Pre-event Setup Time Ex: 30 mins

Post-event Clean-Up Time Ex: 30 mins

Shortcode

Event Setup

Boardroom

(30 people at the table)

Number of chairs

Additional Chairs

(50 max)

Number of chairs

Please select only one type of microphone for your event use

☐ Lapel Microphone

☐ Handheld Microphone

☐ Lectern w/Microphone

☐ Laptop

☐ LCD/Data Projector

☐ Conference Call Telephone

☐ Extra Trash Cans

☐ Registration Table # Chairs

Will this event require access to the building after hours (6pm-6am)?

☐ Yes ☐ No

If yes, please list names and UM-ID numbers for up to 3 people

Name / UMID

Name/UMID

Name/UMID

Food Service

****The GM room has a strict policy regarding food service. All food service must be setup in the alcove which is located outside of the GM room. The only type of food service that we allow is a continental breakfast and refreshments.****

☐ No beverage/food service

☐ Beverage Only

☐ Refreshments

☐ Continental Breakfast

Name of Caterer

☐ Carry Out ☐ Delivery

Arrival time of Caterer

☐

I have received a copy of the Lurie Engineering Center Policies and Procedures. I am aware that our department/organization may be held liable for not adhering to any of the written guidelines. I agree not move furniture, change set up, or leave trash in room.

Notes: