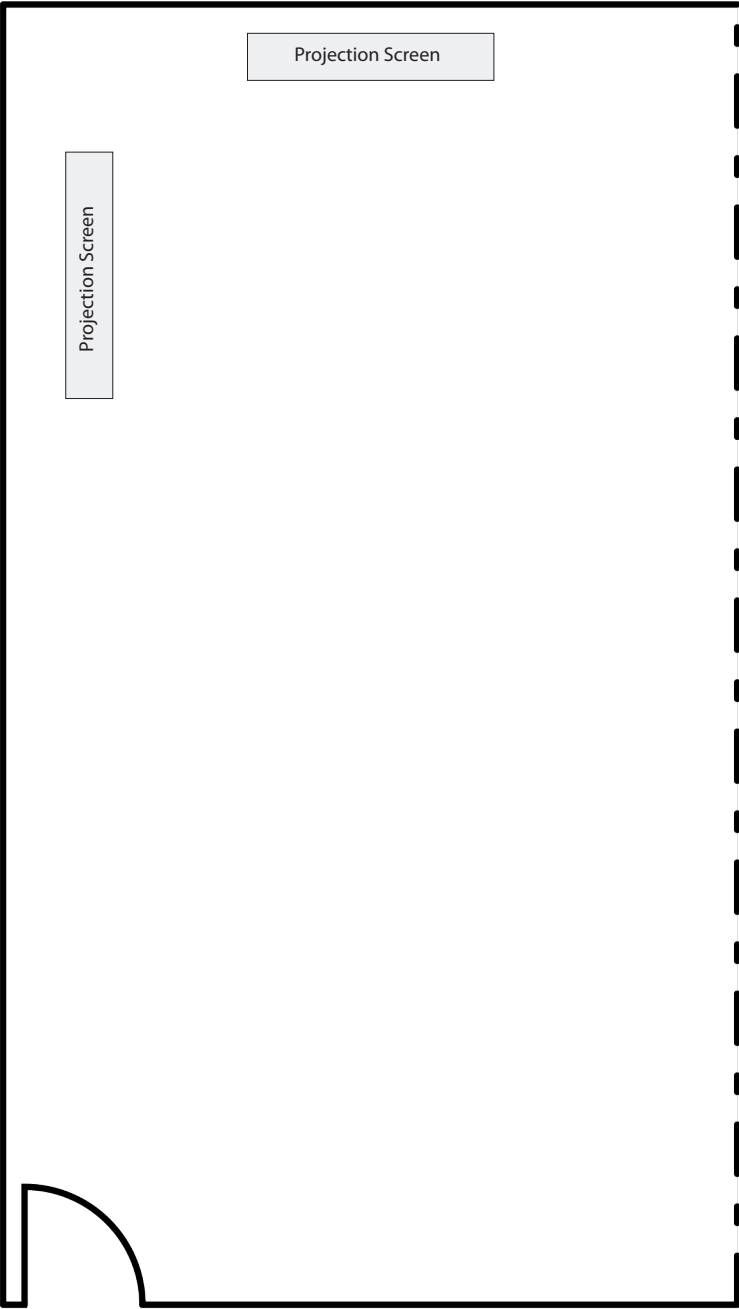


Chamberlain Student Center Room 221A

Organization: _____

Representative: _____

Date of Event: _____ Event Start Time: _____ Event End Time: _____ Number of Participants: _____



X = Chair

□ = Table

Number of Tables _____

Number of Chairs _____

All reservations in room 221A come standard with a laptop and projector screen. Please use the space below to indicate any additional set up requests. This form must be submitted at least one week (5 business days) prior to your event date.