

### ROOM 105—MEETING ROOM SET-UP

Date: \_\_\_\_\_

Day: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Program Title: \_\_\_\_\_

Library Dept./Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_

Set-Up: \_\_\_\_\_

# of people: \_\_\_\_\_

AV needed: \_\_\_\_\_

