

# Room Set-Up Guide

Title of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

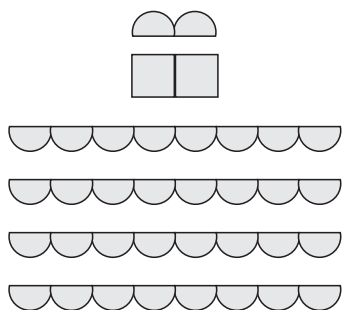
Day: \_\_\_\_\_ Date: \_\_\_\_\_ Set-Up Time: \_\_\_\_\_

Time of Event: From \_\_\_\_\_ To \_\_\_\_\_

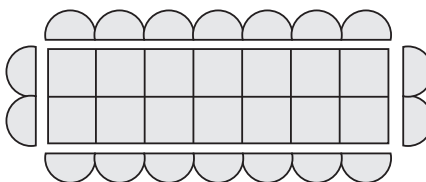
Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Number to be seated: \_\_\_\_\_

## Room Arrangement for flat rooms only (Please circle style required)

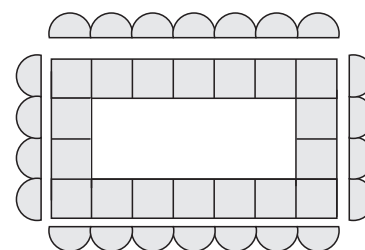
### Theatre Style



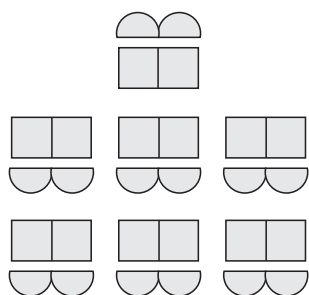
### Conference Style



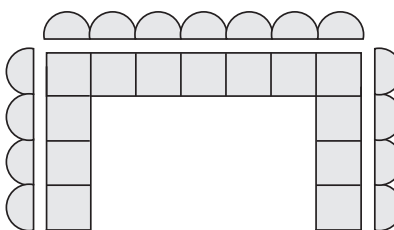
### Hollow Square



### Classroom Style



### U-Shape



### Other \_\_\_\_\_

## Standard Meeting Room Items

- Standing Podium
- Overhead Projector
- Screen



DePaul University Student Centers  
2250 N. Sheffield, Suite 303, Chicago, IL 60614  
Phone: 773.325.7346 Fax: 77.325.7347  
Email: studentcenters@depaul.edu