Conference Center Set Up Form

Today's Date: October 7, 2011

Renting Organization Name: The Media Consortium/Foundation National Progress

Organization Contact Person: Jo Ellen Green Kaiser

Phone: 415-878-3862

Email: joellen@themediaconsortium.com

(Day of contact number) Cell: 415-939-0823

Presenter(s): Erin Polgreen

Phone: 312-841-0553

Email: erin@themediaconsortium.com

Meeting/Conference Date: October 13 and October 14

Confirmed Number of Attendees: 85 over 2 days

Reservation Time: (Include set up time and breakdown time)
Start: 7:30 both days
End: 9pm Oct 13, 5pm Oct 14

Caterer Arrival Time:
Start: 8:00 both days
End: 1:00 both days

Meeting Duration:
Start: 8:30 both days
End: 8:30 Oct 13, 4:30 Oct 14

Rooms Requested: □ Plaza A □ Diablo Room □ Bay Room

Plaza A set up:

________ Theatre  x _______ Class Room  _______ U-Shape  _______ Board Room

Plaza A (AV) needs (indicate by placing a check mark):

________ Conference/Speaker Phone

x _______ LCD Projector with computer & internet access

________ LCD Projector with VCR/DVD access

4 _______ How many microphones: □ Wireless □ Lapel

3 _______ Numbers of Flip Chart stands requested (up to 3) markers are provided. Must provide your own Flip Chart Paper. (This can be purchased at an additional cost).

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This portion to be completed by the Facilities Manager