

Conference Room Setup Request Form

Requester Name

Department

Email

Phone Number

Date

Start Time

End Time

Number of Attendees

Conference Room

Room Setup Style

☐ Boardroom ☐ Classroom ☐ U-Shape ☐ Theater ☐ Other

Equipment Needed

☐ Projector ☐ Whiteboard ☐ Flipchart ☐ Microphone ☐ Conference Phone

Additional Notes