**M.J. Neeley School of Business**

# Room Set Up

|  |  |
| --- | --- |
| **Room Requested** | **Check all that apply** |
| Neeley 1520A |  |
| Neeley 1520B |  |
| Shaddock Auditorium |  |
| Shaddock Lobby |  |
| Neeley Banquet Room |  |

EVENT TITLE:

EVENT DATE:

BEGIN & END TIME:

DAYS *(check all that apply)*

*Monday*

*Tuesday*

*Wednesday*

*Thursday*

*Friday*

*Saturday*

*Sunday*

ESTIMATED ATTENDANCE:

CONTACT PERSON:

TELEPHONE:

FOOD: yes

no Name of caterer:

ROOM ARRANGEMENT: *(number of chairs, training tables, or round banquet tables, etc.)*

\*\*\*Please read the A/V Operating Instructions thoroughly and test equipment ahead of time. It is equipped with desktop, DVD, and laptop connection.