

ROOM SETUP REQUEST

Request for date(s):

Time: from to

Person making request:

Group or department:

Telephone number:

Address:

- Conference Room(s) requested:
- Room 1
 - Room 2
 - FLC
 - FLC Room B

Number of people attending:

Furniture and room arrangement:

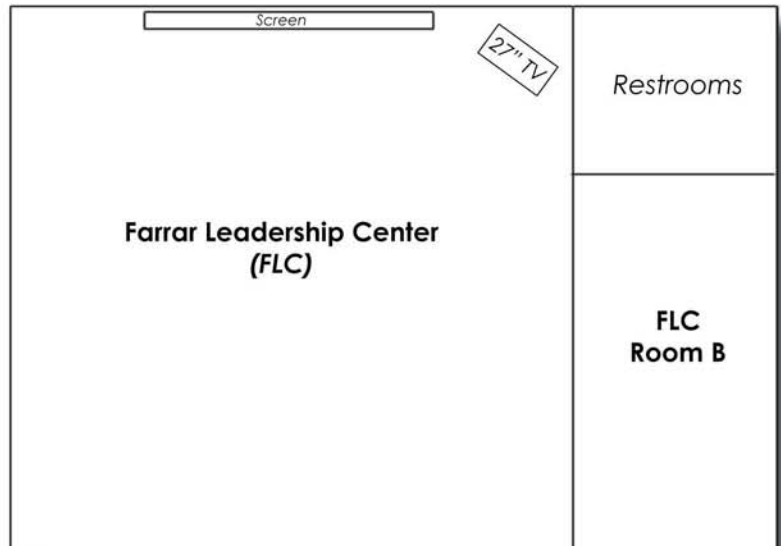
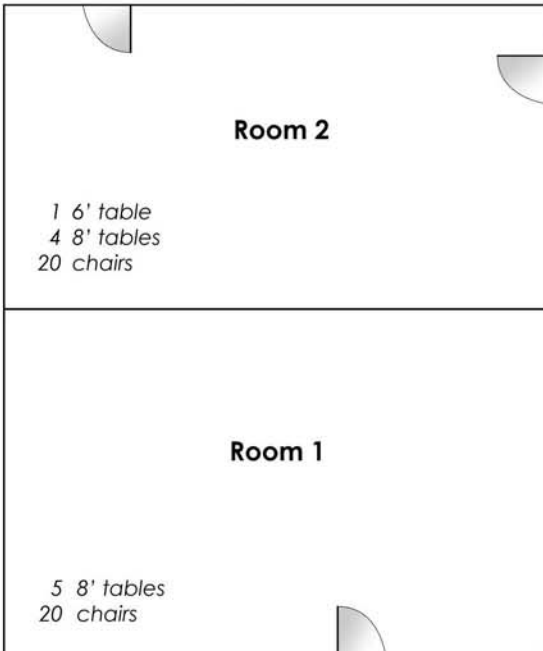
tables

chairs

Equipment needs:

If you are in need of equipment, please see or call Information Technology at (760) 312-6512 for equipment availability.

Olin Gresham Conference Center



**Return/fax request one day in advance to
Mary Guzmán • (760) 312-6416 • Fax (760) 312-6160**