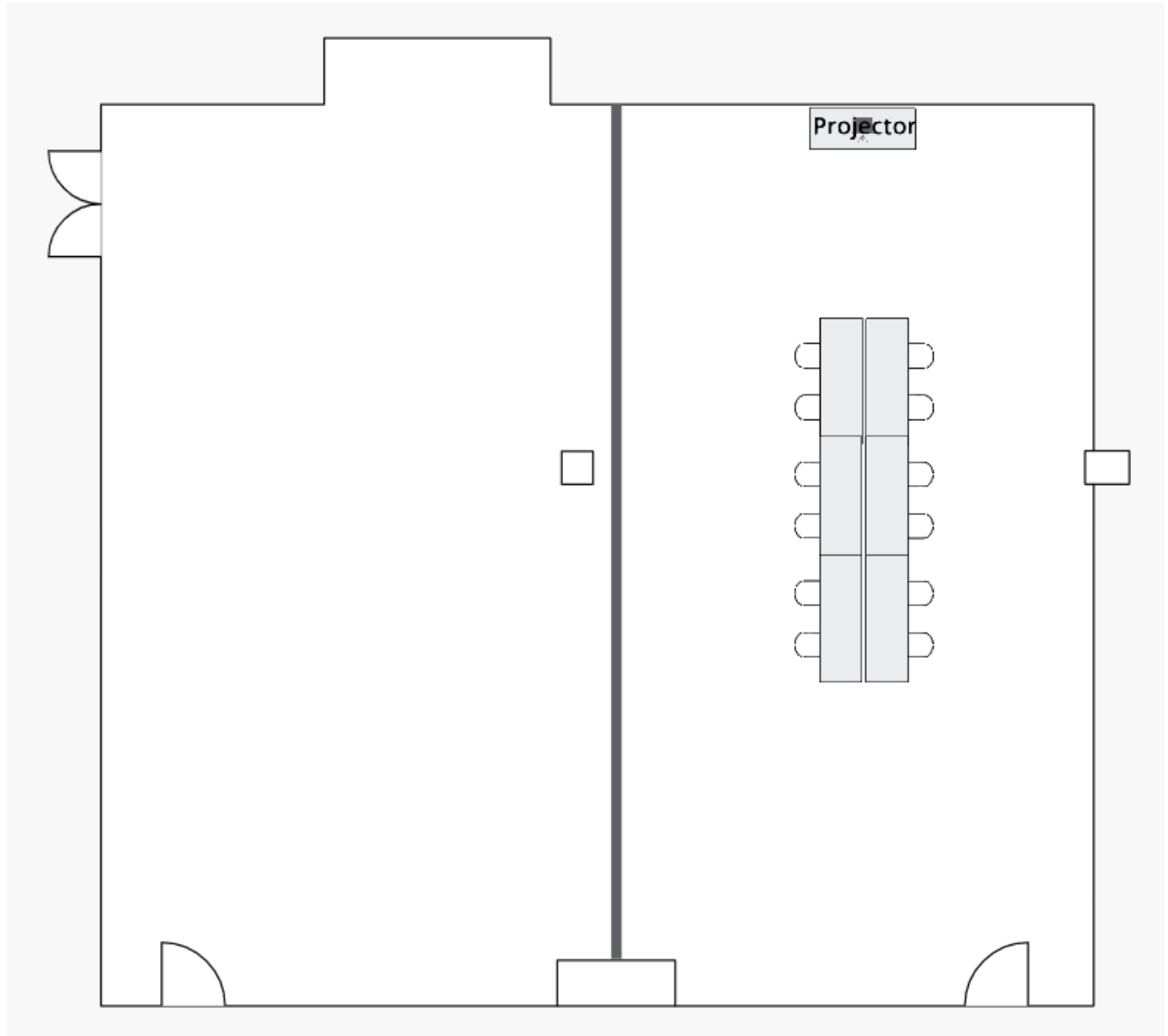


Chamberlain Student Center Room 144B (CONFERENCE LAYOUT)

Event Name: _____ Event Date: _____

Event Start Time: _____ Organization: _____

Event End Time: _____ Event Contact Name: _____



All reservations in this space come standard with a laptop and projector screen. Please use the space below to indicate any additional set up requests. This form must be submitted **at least one week (5 business days)** prior to your event date.