

Chamberlain Student Center Room 221B (CUSTOM LAYOUT)

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Organization: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Event Contact Name: \_\_\_\_\_



X = Chair

= Table

Number of Chairs \_\_\_\_\_

Number of Tables \_\_\_\_\_

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.