

UNIVERSITY OF HOUSTON SYSTEM AT SUGAR LAND

SUSAN RYON DAVIS MULTIPURPOSE ROOM SET UP FORM

EVENT INFORMATION:

Event: _____ Date: _____

Contact Person: _____ Phone #: _____

Event Start and End Time: ____ to ____ What time will event sponsor arrive and depart? ____ to ____

SETUP INFORMATION:

Note: The Multipurpose Room can hold up to thirty-four (34) seventy-two inch (72") tables.

Room Diagram

S e r v e r y	BH 103 B Capacity: 136	BH 103A Capacity: 160
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Rooms needed: (circle) BH 103 A BH 103 B BH 103 A & B

Will additional 24 X 60 tables be needed? _____ If yes, indicate the number _____

Will the servery be used? (Additional charges apply) _____

EQUIPMENT NEEDS:

Please indicate type of equipment, if any, that will be needed. Any additional equipment must be provided by the event sponsor. (Additional charges apply)

TV _____ VCR _____ Podium _____ Podium w/microphone _____ DVD _____

Screen _____ Projector _____

OTHER REQUESTS:

Please describe any additional needs or requests (these are subject to approval): _____

ADA (Americans with Disabilities Act) Needs: _____

For questions regarding your setup, please email slevents@uh.edu