

Meeting Room Set-Up Worksheet



INC3

Group Name

Due By

We have the following equipment available for your meeting room needs:

- Podium
- TV/VCR/DVD Player
- Overhead Projector
- Screen
- White Board
- Flip Chart
- LCD Projector (\$150 per day)

Please check all equipment you will need for your event. Access to a beverage station (coffee, hot water, cold water) is available and is included in your meeting package pricing. The group MAY NOT bring in food that needs to be kept HOT or COLD. NC3 can provide snack choices for an additional cost.

Meeting Room

Estimate # of People

Arrival Date

Arrival Time

Departure Date

Departure Time

Sketch your meeting space here.

Our Standard layout includes the following:

Lecture Setup:

Chairs only facing the front

Classroom Setup:

Tables & Chairs facing the front

Executive Setup:

Tables & Chairs in U Shape

Special Request _____

