

## ST. JOHN'S COLLEGE REQUEST FOR MEETING ROOM AND SET UP FORM

The Set Up Schedule is printed from the information on this form each **Friday**, for events taking place **Saturday through the following Sunday**. This form must be filled out and returned to the Registrar's Office at least **eight days before** the event. Please fill in **ALL** blanks.

**Room requested:** \_\_\_\_\_ **2<sup>nd</sup> Choice:** \_\_\_\_\_

If this is an outdoor event, consider if you need a rain location and list here:

**Requested for what date(s):** \_\_\_\_\_

*If requesting multiple dates, please list all dates or specify when you will not be meeting, such as during spring break. Rooms are reserved for one semester at a time.*

**What the room will be used for:** \_\_\_\_\_

**Actual start time\*:** \_\_\_\_\_ **Actual end time:** \_\_\_\_\_

Will there be catering at this event? \_\_\_\_\_ Will there be a special IT set up? \_\_\_\_\_  
A/v services? \_\_\_\_\_

\*Please use actual event times. We will adjust for set up, etc.

**Number of people expected:** \_\_\_\_\_

**Room Set Up Instructions\*\* (please choose a set up from side bar or create your own.**

Click on the text box below to enter your set up text. Please note that most rooms do not have a "regular" set up; B&G will only set up rooms with tables and chairs if specifically requested below.)

*\*\*Set up information should include tables needed to accommodate catering, audio/visual or ITS services. Diagrams in MS Word are available in the Work Orders Folder or upon request. Remember grounds care.*

**Room requested by:** \_\_\_\_\_ **ext./phone #:** \_\_\_\_\_

**Office:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**You will receive a confirmation for this room request OR a notice that there is a conflict within a day or two of your request. If you do not receive a response, please contact the Registrar's Office at [SantaFe.Registrar@sjc.edu](mailto:SantaFe.Registrar@sjc.edu) to follow-up on the status of your request.**

**SEMINAR** style is how classrooms are arranged. In meeting rooms, we can provide an open or closed seminar style using 6' tables. See below for diagrams. **LECTURE** or **theatre** style is chairs in rows facing one direction. **CLASSROOM** style uses thinner 5' x 18" tables with chairs behind, in rows, facing one direction. **CLEAN/CLEAR** means the room will be clean and empty of all furniture. **BANQUET** style uses 5' (60") round tables with 7 or 8 chairs around depending on the type of chairs used. Please specify the number of tables and chairs you will need. **ALSO**, please note that banquet set ups frequently require additional 6' tables for food set up. Ask Food Services what type and how many tables they will need for your food and beverage set up. **RECEPTION** style varies, but usually means a few tables (either round or 6', please specify) for snacks and beverages, and chairs scattered throughout the room. Please specify number of chairs and where tables should be placed. **OTHER SET UPS** may require any combination of the above, tables and chairs in a "U" or a square, chairs in a circle, or something as simple as "one 6' table in the room."

**Registrar's Office Use Only:**

Scheduled                       Confirmation Sent

Conflict – Party Informed      Dates & Initials \_\_\_\_\_

