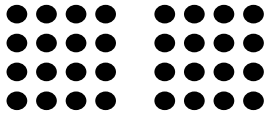


INSTRUCTIONS: Email the completed form to Building.Services@ucop.edu at least 5 days prior to the event.

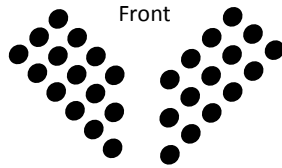
Date of Request: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

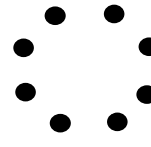
# LOBBY 1 MEETING ROOM SETUP REQUEST



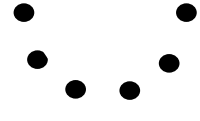
Theater Style  
MAX Capacity: 110



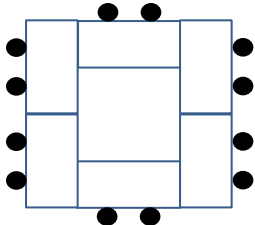
Chevron  
MAX Capacity: 50



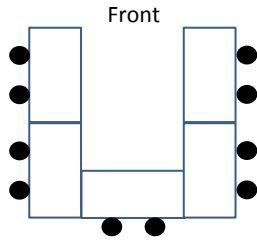
Circle of Chairs  
MAX Capacity: 8



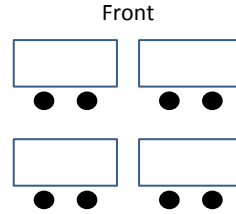
Semi-Circle of Chairs  
MAX Capacity: 15



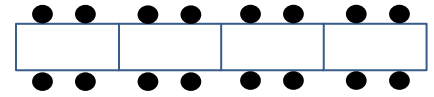
Boardroom  
MAX Capacity: 36 \*



U-Shape  
MAX Capacity: 30 \*



Classroom  
MAX Capacity: 50 \*



Conference Rectangle  
MAX Capacity: 100 \*

\* Perimeter can be set to accommodate additional attendees

Set up time: \_\_\_\_\_

Date, Start & End time of Event: \_\_\_\_\_ AM/PM Number of Attendees: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's Phone: \_\_\_\_\_

Requestor's Dept: \_\_\_\_\_

Requestor's Email: \_\_\_\_\_

## Services Needed

Video Conferencing\*

Projector

Handheld Mic <sup>†</sup>

Tall Podium

Polycom

Screen

\_\_\_\_ of 3

Lapel Mic <sup>†</sup>

Speakers

\_\_\_\_ of 2

Laptop

\_\_\_\_ of 25

TV/Monitors \*\*

\_\_\_\_ of 80

Wireless Mic <sup>†</sup>

Flipcharts

\_\_\_\_ of 5

Tables

\_\_\_\_ of 42

Armless Chairs

Extra Trash Cans

Table Mic Stand

Whiteboards

Armed Chairs

\* Contact WMC for additional setup requirement

\*\* Only 1 has audio

<sup>†</sup> Only a combination of 2 can be used at one time

\*\*\* War Room must be reserved separately - Contact WMC for more information \*\*\*

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## WMC Disclaimer:

WMC reserves the right to cancel your Lobby 1 reservation if we do not receive this completed form at least 5 days prior to the event or a revised form at least 3 days prior.

The President has priority over Lobby 1 and we may have to cancel your reservation at the President's request.