

# Ballroom A

Please return to Festival Operations  
 Room 2010, MSC 4201  
 568-1715 (phone), 568-2599 (fax)

Event Title: \_\_\_\_\_

Org / Dept Name: \_\_\_\_\_

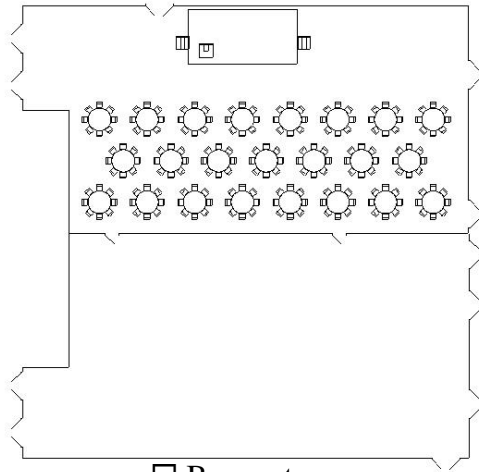
Event Date(s): \_\_\_\_\_

Event Time: \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm

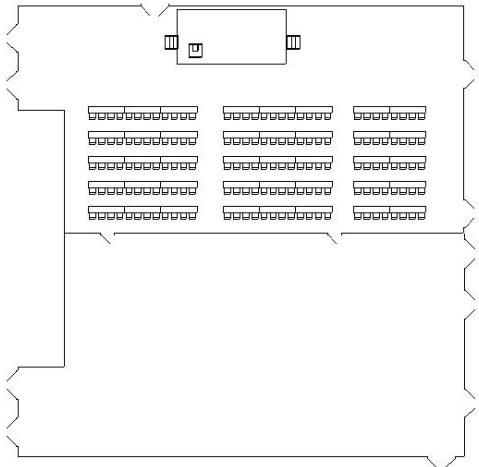
Contact Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

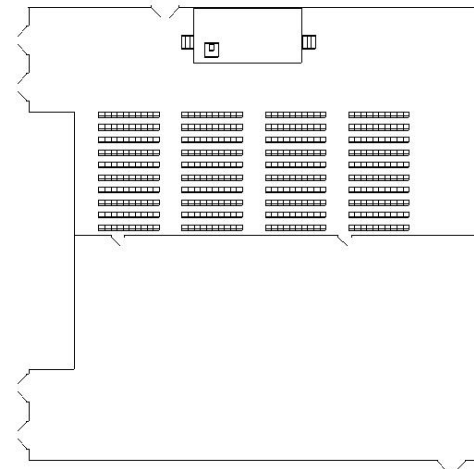


Banquet  
 \_\_\_\_\_ Chairs (max 184)  
 \_\_\_\_\_ Tables 5 ft round (max 23)



Classroom  
 \_\_\_\_\_ Chairs (max 160)  
 \_\_\_\_\_ Tables (max 40)

- Extra Equipment**
- \_\_\_ Stage (stays in room all the time)
  - \_\_\_ Podium on the stage w/computer, VCR, DVD & microphone
  - \_\_\_ Ceiling mounted projector
  - \_\_\_ Flipcharts
  - \_\_\_ Digital baby grand
  - \_\_\_ Dance floor
  - \_\_\_ Wireless mics
  - \_\_\_ Wired mics
- \* For Event Service needs call: 568-1715*



Theater  
 \_\_\_\_\_ Chairs (max 400)