



# State Office Building Conference Room 1112

Room Capacity 38

Seated at table 24

Name:  
Contact phone:  
Event date:  
Set up time:  
Time and duration of event:

To complete this form electronically, please save it to your computer before filling out. Please clearly note preferred setup configuration below.

### Provided in Room:

- 38 chairs (24 around table, 14 around room)
- 6 rectangular tables in hollow square formation
- 1 small round table
- 1 catering table
- Whiteboard

Please note additional equipment needed (chairs, tables, garbage cans, podium and mic):

*Note: If room set up is altered from previously agreed arrangement there will be an additional fee assessed.*

