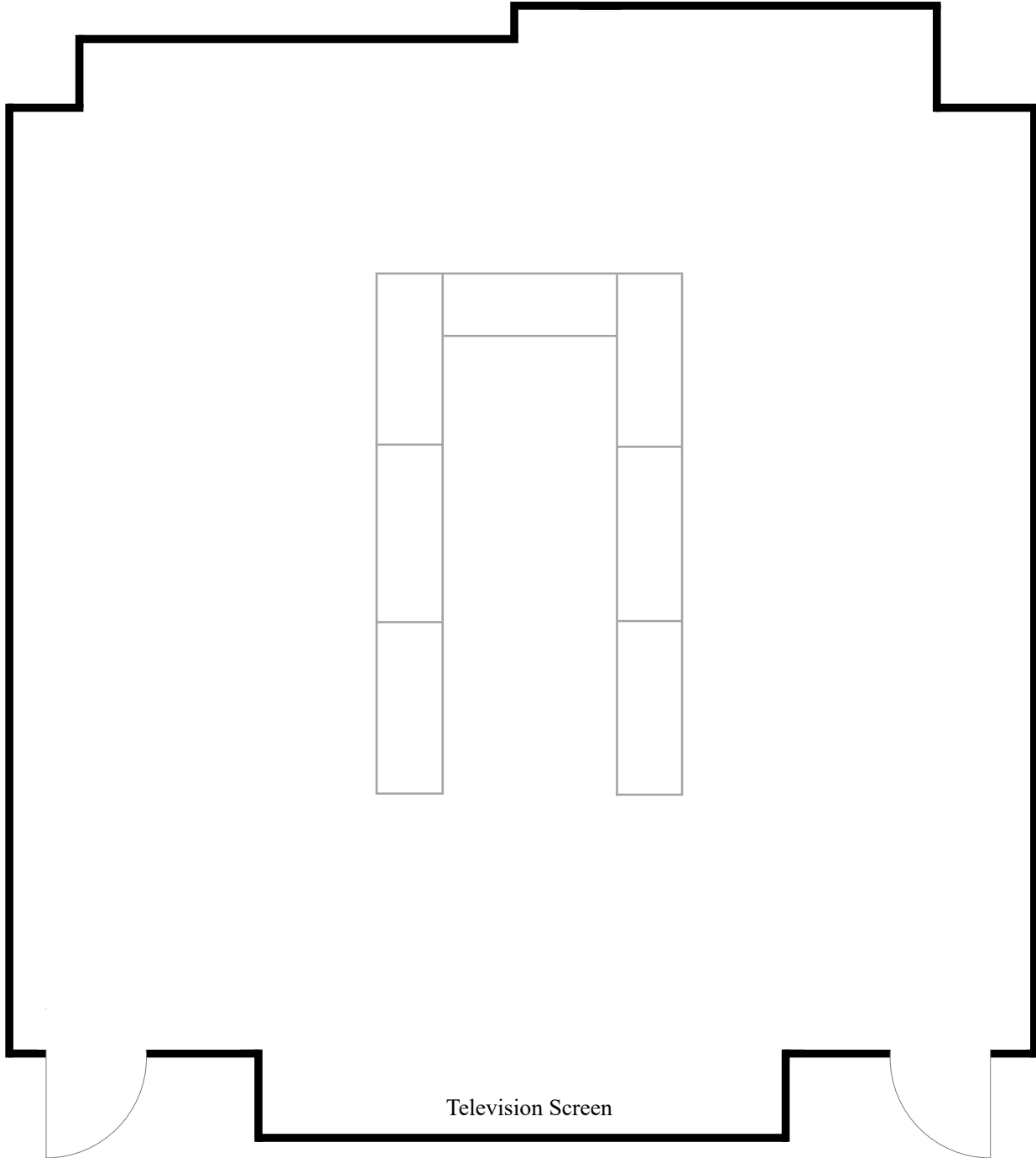


# State Room



Television Screen

Event Name: _____	Access Time: _____	Caterer: _____
Organizer Name: _____	Start Time: _____	
Anticipated # of people: _____	End Time: _____	

### **Estimated Standard Setup:**

12-14 around table  
36 additional chairs around the room  
TV screen & podium with microphone are provided in the room.  
Doors are unlocked 10 minutes before meeting access time.

See list of approved caterers [here](#).

Alternate setups of the State Room are not available.

To complete this form electronically, please save it to your computer before filling it out.