PDC & Orange Street PDC Room Set-Up Form

Please complete the form below and return to Professional Development, attn: Jennifer Grimm, a minimum of one week prior to your event/training. If event/training is cancelled, please notify me immediately by email. Room will remain in POD Style (normal set-up of PDC & OS-PDC) unless notified otherwise.

Name of Event/Meeting/Training: _____

Date Room is reserved for: _____ **Time** _____ **AM/PM to** _____ **AM/PM**

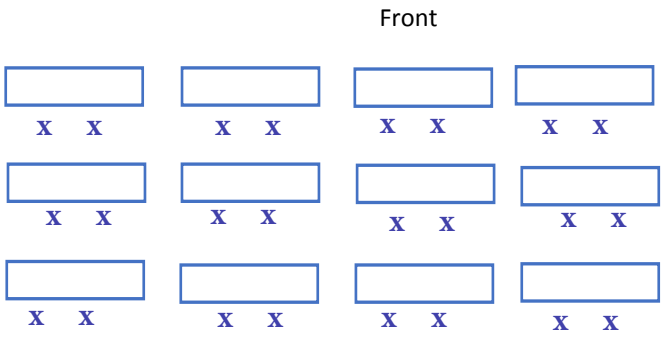
Reserved by: _____ **Phone:** _____ **Dept/School:** _____

How many participants expected: _____ (PDC Max: 48 Orange Street PDC Max: 24)

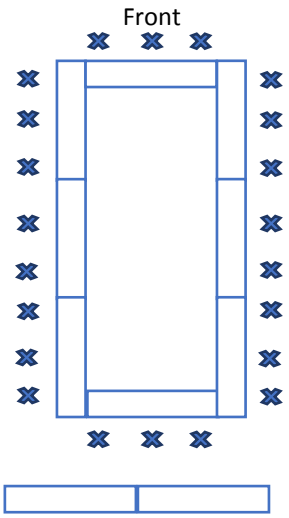
Special Items Needed: ☐ Microphone ☐ Laptops ☐ Podium ☐ Overhead Projector ☐ Screen

Other: _____

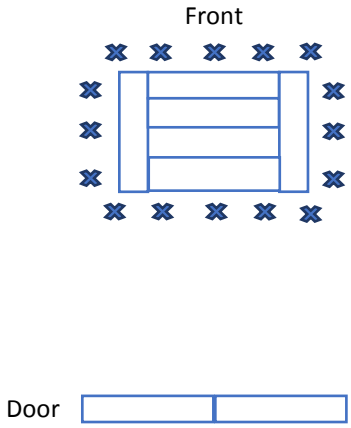
☐ Classroom— Desk with 2 chairs per desk, front facing.



☐ Café —Tables with open middle and chairs surrounding table.



☐ Conference— Tables together to form large solid table with chairs surrounding.



☐ HR Interview Set-Up