



THIS FORM MUST BE RETURNED AT LEAST (7) BUSINESS DAYS BEFORE THE SCHEDULED EVENT

RESERVATION INFORMATION

Event Title: _____

Date of Event: _____ Time of Event: (start) _____ (end) _____

Contact Name: _____ Phone: _____ Email: _____

Expected Attendance*: _____
 *We will set the room to accommodate attendance numbers

Is Chartwells providing food*? _____
 *Attach a copy of the catering form

SET-UP OPTIONS

Please circle your requested set-up style and indicate the number of tables and chairs you will need in the spaces below:

IMPORTANT INFORMATION

○ The Dogwood room is equipped with a lectern that contains a microphone, microphone volume controls, DVD player, VCR, computer hook-up, and access to a screen and projector. **You must provide your own lap top for an A/V presentation.** We are not responsible for providing assistance with A/V equipment during your event.

○ The screen and projector have been mounted to the ceiling.

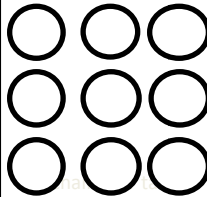
○ We strongly encourage you to check your A/V presentation prior to your event, as not all laptops and software are compatible with the lecterns.

○ Automatic blinds are installed in the room. Please locate the box in the center of the room to adjust the blinds as needed for your event.

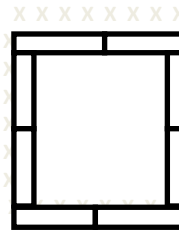
LECTURE STYLE



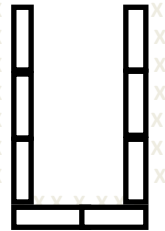
BANQUET



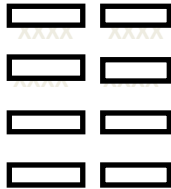
CONFERENCE



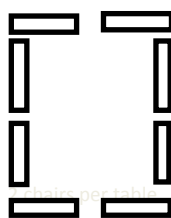
PRESENTATION



CLASSROOM



EXHIBIT



BANQUET



BOARDROOM



TOTAL RECTANGLE TABLES: _____ **TOTAL ROUND TABLES:** _____ **TOTAL CHAIRS:** _____

ADDITIONAL REQUESTS: _____

PLEASE DRAW YOUR SELECTED SET-UP IN RELATION TO THE ROOM DIAGRAM:

