



Iliff Event Venue Request Form

REQUESTER'S NAME: _____

ILIFF DEPARTMENT or COMPANY NAME: _____

PHONE NUMBER: _____ E-MAIL: _____

REQUESTED DATE: _____

Organizer Arrival/Setup Time: _____

Meeting Start Time: _____ Meeting End Time: _____

Organizer Departure/Strike Time: _____

Shattuck Hall A/V: Podium with Microphone **Yes**____ **No** ____

Q&A wireless microphones **Yes** **No** Quantity: _____

LCD Projector needed? **Yes**____ **No**____

Will you provide your own laptop with HDMI connection? _____

Do you require a MAC Book dongle for HDMI? _____

If **not** Shattuck, list venue name here: _____

Do you require a Meeting Owl? **Yes**____ **No**____

Room Setup Type: (Pick One):

Round Tables

Theater Style

U-Shape

Large Square

NOTE: Shattuck Hall has a total of 96 chairs and 12 round tables and has a number of 5' rectangle tables which can be used for head table, registration etc. Please note these numbers do NOT include Covid-19 occupancy limitations (if any restrictions apply). Final table and chair spacing are up to the discretion of Iliff Event Setup Crew/Facilities Management. **If Requested; R. Pat Kelley Floor, Schlessman Commons, Bartlett Hall utilize portable a/v equipment.**

NUMBER OF ATTENDEES: _____

EVENT NAME AND DESCRIPTION OF YOUR EVENT: _____

Date _____

- Return this form to Michael McMillan: mmcmillan@iliff.edu