

Conference Room Set-Up

Department Name: Women's & Gender Studies

Department Address: 162 Ryders Lane, DC

Contact Person:

Telephone #: 848-932-9331

Event Date:

Email:

Event Time:

Room: Conference Room

Event Title

Wall: Closed \_\_\_\_ **or** Opened \_\_\_\_

Food: In the lobby \_\_\_\_ **or** Inside the Room \_\_\_\_

# of Chairs: \_\_\_\_\_

# of Tables: \_\_\_\_\_

Room set up

**Windows**

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