

Bar Group Meeting Room Request

Group

Group: _____
 Liaison/Coordinator/Host:

 Phone or ext: _____
 Backup staff: _____ Ext: _____
 Conference Call #: _____
 Passcode: _____
 Caterer: _____
 Phone: _____

Dates, Timing and Setup

Meeting date: _____
 Mon Tues Wed Thu Fri Sat
 Set up: _____ AM PM
 Start time: _____ AM PM
 End time: _____ AM PM
 Clean up: _____ AM PM
 Special Needs: (describe) _____

Group Type	Conference Room
<input type="checkbox"/> Section	<input type="checkbox"/> Columbia A
<input type="checkbox"/> Committee	<input type="checkbox"/> Columbia B
<input type="checkbox"/> Board	<input type="checkbox"/> Columbia A+B
<input type="checkbox"/> Task Force	<input type="checkbox"/> Sandy
<input type="checkbox"/> Member	<input type="checkbox"/> McKenzie
<input type="checkbox"/> Staff	<input type="checkbox"/> Santiam
<input type="checkbox"/> Other: (describe) _____	<input type="checkbox"/> Rogue
	<input type="checkbox"/> Nehalem

A/V Equipment, Other Supplies & Coffee Needs

Conference Phone
 Laptop
 Data Projector
 DVD Player
 VHS Player
 Document Camera (Elmo)
 Microphones: lapel or tabletop
 _____ sets of 4 (8 max)
 House Audio Patch
 Risers: # _____ (2 max)
 Other: (describe) _____

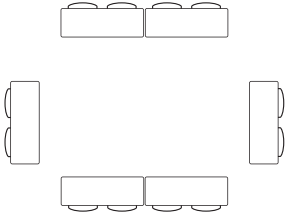
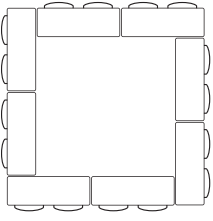
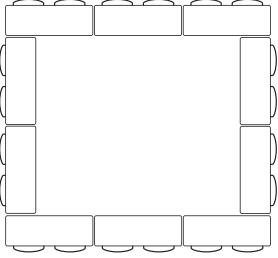
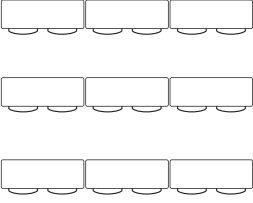
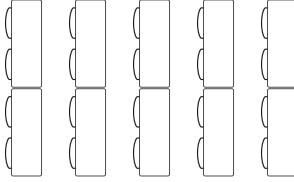
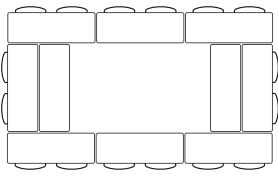
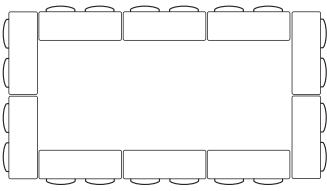
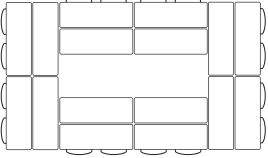
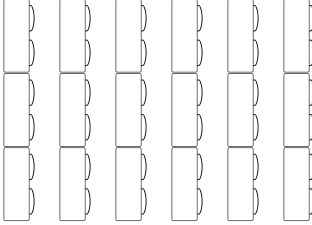
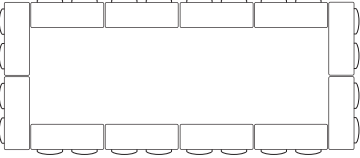
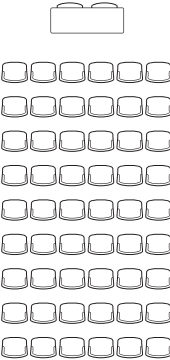
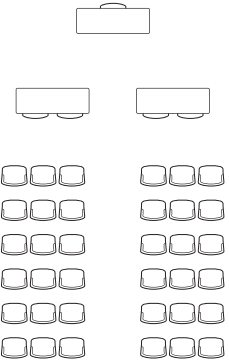
Coffee: # pots _____ (Staff liason is responsible for making coffee and returning pots to kitchen.)

Room Configuration (see layouts on reverse side)

<input type="checkbox"/> Conference	<input type="checkbox"/> U-Shape
<input type="checkbox"/> Classroom	<input type="checkbox"/> Courtroom
<input type="checkbox"/> Lecture	<input type="checkbox"/> Deposition
<input type="checkbox"/> Other: (describe) _____	

Expected Attendance: _____

Notes:

Santiam	<p>Court – 12</p> 	<p>Conference – 16</p> 	<p>Conference – 20</p> 	<p>Classroom – 18</p> 
Sandy	<p>Classroom – 20</p> 	<p>Conference – 16</p> 	<p>Conference – 20</p> 	
Columbia A, B or Both	<p>Conference – 16</p> 	<p>Lecture/Panel – 36</p> 	<p>Conference – 24</p> 	
Columbia A & B	<p>Lecture/Panel – 72</p> 	<p>Trial – 36</p> 	<p>Lecture Panel/CLE – 72</p> 