If your event involves multiple spaces and custom set-ups it is advised that you meet with Campus Activities to develop custom set-up diagrams for your event.

Contact Information

Contact person should be knowledgeable about this event and able to make decisions regarding set-up requirements. Please print clearly.

Event Name __________________________  Event Date ________________
Contact Person ________________________  Contact Ph# ______________  Contact Email ________________________

Part A (Room U.C. 202) seats 12 at the table with 6 additional chairs available in the room
Media Cart (computer with internet) □
Conference Phone □
Dry Erase Board and Markers □
Serving Table (usually required when refreshments or meals are served) □
Easels (used to hold presentation materials) Quantity ______

Part B (Room U.C. 210) this room comes set-up in a u-shaped conference style with 20 to 30 chairs
Media Cart (computer with internet) □
Dry Erase Board and Markers □
Lectern □
Easels (used to hold presentation materials) Quantity ______

Part C (U.C. Espino Conference Center)
Espino Conference Center A □ B □ C □ D □ A&B □ B&C/D □ Entire Conference Center □
Media Cart (computer with internet) □
Wireless Remote for Power Point □
Dry Erase Board and Markers □
Lectern □
Stage Sections (4’x8’, 6 inches high) Quantity ______
Display Boards (12 sets available) Quantity ______
Easels (used to hold presentation materials) Quantity ______

Sound System
Wireless Microphone □
Wireless Lapel Microphone □
Sound for Laptop or Portable Music Device □ Connection Type if Known __________

Seating Styles
Theater Style: Chairs facing forward without tables, max. capacity for ABCD is 275 chairs
Seating Capacity Required ________

Classroom Style: Rectangular tables with chairs facing forward, max. number of chairs per table is 3.
Tables Required ________ Chairs Per Table ________

Banquet Style: Round tables with chairs on all sides, max. capacity for ABCD is 240 in banquet style.
Note! Maximum capacity leaves little to no room for additional items or tables in the room.
Seating Capacity Required ________ Number of Chairs Per Table (max. 8) ________

Number of Head Tables ________ Chairs Per Head Table ________
**Food and Catering**

Aramark Food Services provides catering for all on-campus events. They have the right of first refusal and must sign-off on any use of outside catering. Aramark can be reached at (432) 837-8670.

Please discuss catering set-up needs with your food service provider.

<table>
<thead>
<tr>
<th>Number of Buffet Lines</th>
<th>Location</th>
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<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Refreshment Tables inside Conference Center</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Table Requests</th>
<th>Quantity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

**Table Cloths**

Table cloths may be requested for the set-up through ARAMARK. If catering is not a part of the request, there will be a charge for linens.

**Additional Information**

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**Note!**

More detailed information and set-up diagrams are available on the Sul Ross website. Search Facilities Use and Reservations or the Morgan University Center. http://www.sulross.edu