



IONA

PREPARATORY

SUBMIT EVENT REQUEST FORM TO CHAD SOMERVILLE (2 weeks prior to event)

EVENT:	EVENT DATE:
START TIME:	END TIME:
ROOM LOCATION:	NUMBER OF PEOPLE:
NUMBER OF CHAIRS:	NUMBER OF ROUND TABLES:
NUMBER OF 6FT TABLES:	CIRCLE IF NEEDED: COFFEE DECAF TEA
ICE:	PAPER GOODS:
PROJECTOR, TV, ETC:	EXTENSION CORDS:
INSTRUMENTS, MUSIC STANDS, MICROPHONES:	MISCELLANEOUS:

ALL SNACK AND DRINK REQUESTS MUST BE SUBMITTED TO ROSA IN THE CAFETERIA

IF ROOM SET-UP REQUIRED, PLEASE SHOW DIAGRAM

Requested By:

Date Submitted: