

# TEACHERS COLLEGE FACILITIES ROOM SETUP FORM

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PLEASE SUBMIT A WORK ORDER AT [HTTP://FACILITIESWEB.TC.COLUMBIA.EDU](http://facilitiesweb.tc.columbia.edu) BEFORE COMPLETING THIS FORM

COMPLETED FORMS CAN BE EMAILED TO [TCROOMSETS@TC.COLUMBIA.EDU](mailto:TCROOMSETS@TC.COLUMBIA.EDU)

\*DENOTES A REQUIRED FIELD

WORK ORDER NUMBER\*

## CONTACT INFORMATION

NAME\*

PHONE\*

Email\*

## EVENT INFORMATION

BUILDING\*

--Select Building--

ROOM\*

EVENT TITLE

EVENT DATE\*

EVENT SETUP TIME\*

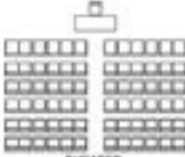


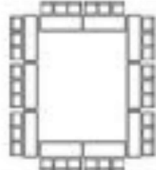
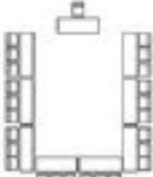
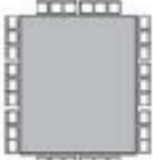



EVENT START TIME\*

EVENT END TIME\*

EXPECTED NUMBER OF ATTENDEES

NUMBER OF TABLES AND CHAIRS

SETUP OPTION\*

THEATER	<input type="radio"/>			
CLASSROOM	<input type="radio"/>	THEATER	CLASSROOM	ROUNDS
ROUNDS	<input type="radio"/>			
HOLLOW SQUARE/BLOCK	<input type="radio"/>			
U-SHAPE	<input type="radio"/>	HOLLOW SQUARE/BLOCK	U SHAPE	CONFERENCE
CONFERENCE	<input type="radio"/>			
SPOKE	<input type="radio"/>			
MODIFIED CHEVRON	<input type="radio"/>	SPOKE	MODIFIED CHEVRON	CHEVRON
CHEVRON	<input type="radio"/>			
OTHER (PLEASE ATTACH DIAGRAM)	<input type="radio"/>			

COMMENTS

PLEASE NOTE: THIS FORM IS FOR FURNITURE SETUPS ONLY.

TO ORDER AUDIOVISUAL EQUIPMENT, PLEASE EMAIL [MEDIASERVICES@TC.COLUMBIA.EDU](mailto:MEDIASERVICES@TC.COLUMBIA.EDU) OR CALL 212-678-3822.

TO ORDER FOOD, VISIT [WWW.TC.COLUMBIA.EDU/DINING](http://WWW.TC.COLUMBIA.EDU/DINING) OR CALL 212-678-3168.