

# SET UP DIAGRAM - Humphries Hall

Please draw a picture of your desired layout, and specify any equipment or set up needs in the red typed areas below.

Please note, Facilities Management can provide only the equipment listed below.

Additional a/v equipment must be requested from the Media Center at x3712.

Podium     Sound System

Microphones: Please indicate type and number needed:     cordless mic     corded mic     lavalier mic

**Seating Needed for** \_\_\_\_\_ (number of participants)

**Seating style:**  Auditorium     classroom     conference     u-shaped     circular     other: \_\_\_\_\_

Dimensions:

50" x 47"

**Maximum capacity:**

At tables: 120  
(100 if buffet is set up in room)

Standing reception: 143

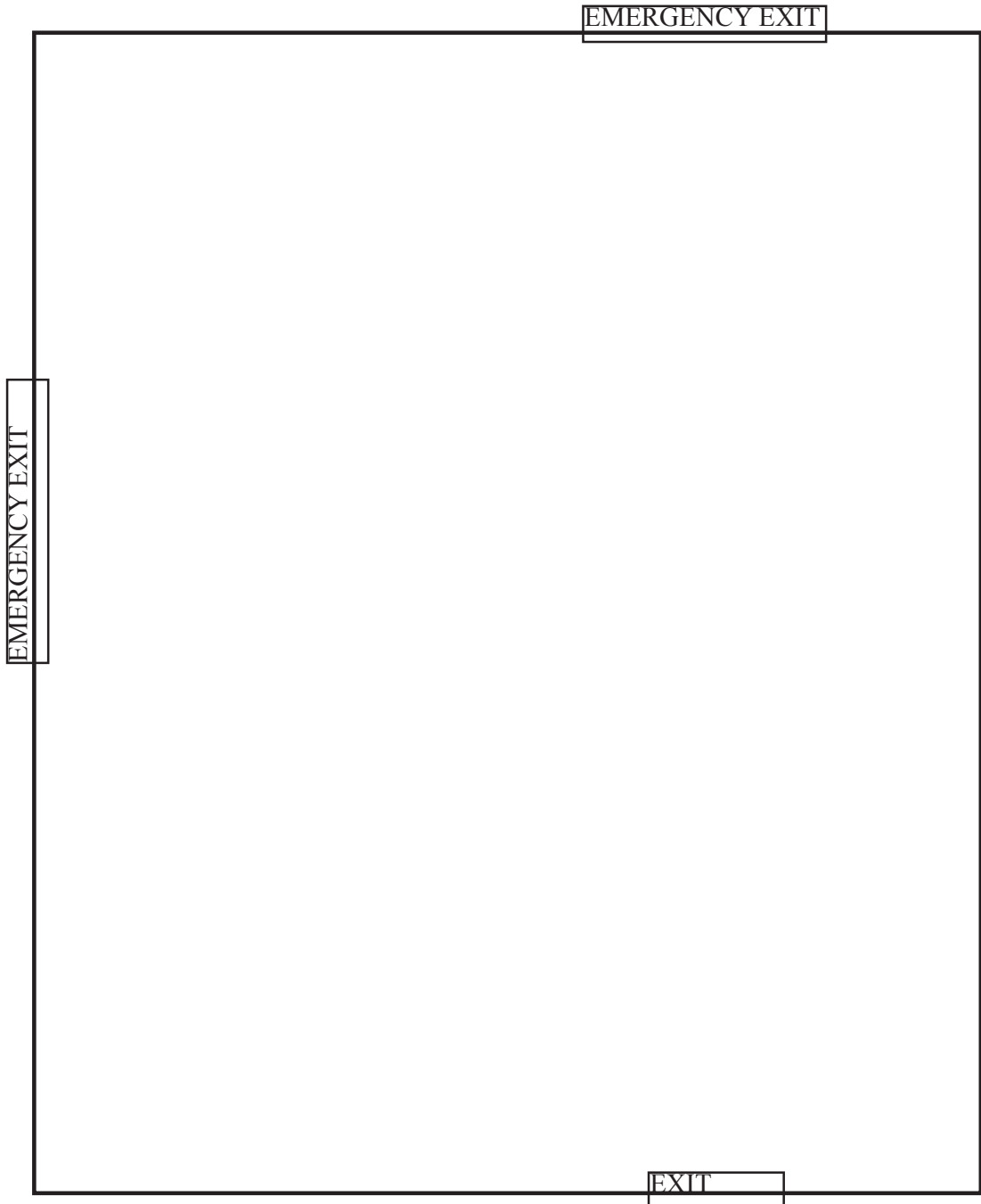
Auditorium Style: 130

**Maximum capacity with room divided:**

auditorium style set up = 50

classroom style set up = 30

**Please return this form to Facilities Management at least 2 weeks prior to your event. Call x3770 with any questions.**



**Room Reservation must be confirmed with the Office of Campus Scheduling prior to submitting a set up request to Facilities Management. Call x3783 with any questions regarding the reservation process.**