

Room Set Up

CA Set Up

- Ballroom – Requires a minimum of 48 hours notice (Call Sheree @ 864-1224)

Event Owner Set Up

- Atrium – Tables stored in room behind Atrium
- Pavilion – Extra tables & chairs stored in closet by Men's restroom (obtain key from CA Office)
- The Oaks – Call for security code before event

Clean Up Responsibility

- All Venues – Take your trash to the dumpster & wipe down tables where necessary
- Pavilion – If used, return extra tables & chairs to storage
- The Oaks – Arrange tables to regular set up
- Atrium – If used, return tables to storage and arrange chairs around the perimeter of room

Audio/Video Availability

Microphones

- Ballroom – Request with set up
- Atrium – Far right side of room (permanent)
- Pavilion – Sign out in CA office
- The Oaks – Near entry way (permanent)

LCD Projectors

- Ballroom – Remote control at monitor's desk
- Portable LCD projector to use at other venues should be reserved in advance and checked out and returned to monitor station

CA Laptop

- Should be reserved in advance and checked out and returned to monitor station

TV/DVD

- Ballroom
- Located in the Atrium storage room
- The Oaks
- Meeting Rooms 1 & 3

Note: To reserve portable LCD projector or CA laptop, please call Sheree Simpson @ 864-1224