



## Board Room Meeting Schedule Request

Contact Person: Angie Knudtson  
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**NORTH ROOM** ☐

**MAIN ROOM** ☐

**BOTH ROOMS** ☐

**BEN'S PLACE** ☐

☐ Take Wall Down or

☐ Keep Rooms Separate

DATE(S): \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

TITLE OF MTG: \_\_\_\_\_

*Note: This title will be on the door sign*

NUMBER OF PEOPLE EXPECTED TO ATTEND: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER (Out-of-district applicants) or SCHOOL LOCATION: \_\_\_\_\_

### SET-UP:

- ☐ 1. LEADERSHIP
- ☐ 2. SCHOOL BOARD MEETING
- ☐ 3. SCHOOL BOARD WORKSHOP
- ☐ 4. HEAD TABLE WITH TABLES & CHAIRS (CLASSROOM STYLE)
- ☐ 5. HEAD TABLE WITH ROWS OF CHAIRS (AUDITORIUM STYLE)
- ☐ 6. SPECIAL EVENT (RECEPTION)
- ☐ 7. U-SHAPE TABLES & CHAIRS
- ☐ 8. SQUARE SET-UP (36-40 PEOPLE)
- ☐ 9. SMALL SQUARE SET-UP (24 PEOPLE)

### SPECIAL EQUIPMENT NEEDED:

*If event requires any technical support, please fill out the district tech request on-line.*

☐ TV ☐ VCR ☐ MICROPHONE ☐ PODIUM

☐ OVERHEAD PROJECTOR ☐ LCD PROJECTOR ☐ DOC CAMERA

☐ OTHER (PLEASE SPECIFY) \_\_\_\_\_

If WSD Food Services is catering your event please contact  
Theresa Berger at: [berger.t@mail.wsd.wednet.edu](mailto:berger.t@mail.wsd.wednet.edu) -- Thanks