



Room Setup Form

Event Title: _____
 Event Date: _____
 Contact Person: _____
 Phone #: _____ Fax #: _____
 Email: _____
 Additional Information: _____

Set-up for rooms: Use one (1) form for each room requested. All rooms have capacity limits pre-set and are furnished accordingly with tables and chairs. Additional tables will be conference fold out tables. All equipment needed must be reflected on this form.

Room #: _____ Times Needed: _____ # of People: _____

Please select a room set-up:

- Round Tables: _____ # of chairs per table (6-8 per table)
- Banquet Tables _____ # needed – in lobby or inside room (circle one)
- Head Table _____ # of people to be seated at the head table
- Bar Area Cake Area
- Dance Floor: _____ # of sections Stage
- Other: (if you do not see what you need, please select other and attach a diagram.)

Please select equipment needed:

- Microphone: Handheld Wireless
- LCD Projector for Data or VCR (circle one)
- Audio for Data or Video
- Other: (if you do not see what you need, please select other and explain in detail.)

Aims Event Center
 5590 West 11th Street • Greeley, Colorado 80634 • 970.339.6354
 Monday - Friday, 8:00am - 5:00pm