



# FULLERTON COLLEGE CAMPUS COLLEGE CENTER

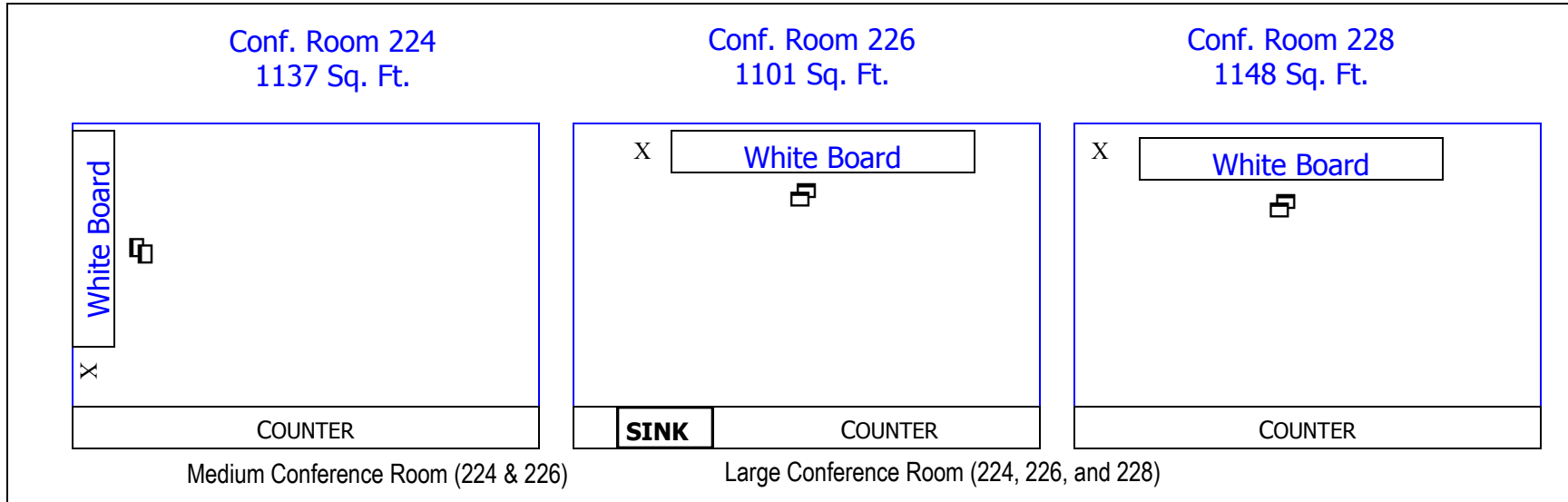
Event Name: \_\_\_\_\_

Date and Time's: \_\_\_\_\_

Reservation #: \_\_\_\_\_

224 has 20 tables w/2 chairs at each = 40 seats, + 10 extra chairs. 226 has 20 tables w/2 chairs at each =40 seats. 228 has 56 chairs theater style and 12 along the wall under the window. 68 seats total/NO TABLES.

**COMPLETED DIAGRAM NEEDS TO BE SUBMITTED TO MASTER  
CALENDAR 2 WEEKS AHEAD OF EVENT FOR SPECIAL SETUPS**



The projection screen in 224 is 92" w X 68" h, the screens in 226, 228, 227 and 229 are 67" w X 64" h.

Setup Time: \_\_\_\_\_

Teardown Time: \_\_\_\_\_

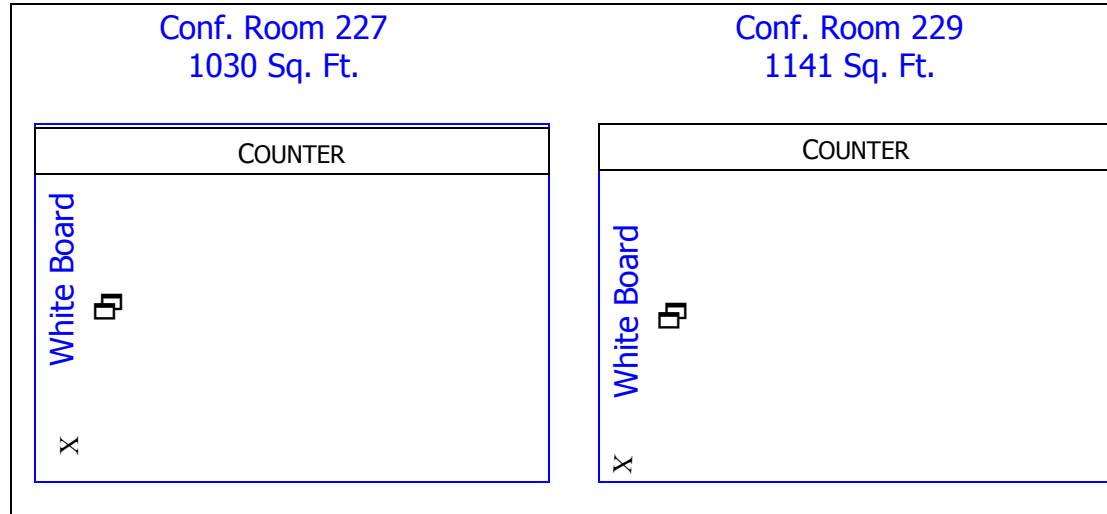
Food: \_\_\_\_\_  Y  N

Type of Food: \_\_\_\_\_  
(hot, cold, box lunches, Refreshments only).

X = Projection Screen (from ceiling)

= Podium (at the front of each room)

- Each room has a counter where food can be placed
- White board affixed to wall
- - LCD Projector on a table



227 is set-up in a square w/12 tables/24 chairs, and 3 round tables/4 chairs by the window for total 36 seats in the room. 229 is set up classroom style, 16 tables/32 chairs, with 18 extra chairs along the back wall, - 50 seats total.

Doors to the conference rooms cannot be propped open for events. Tables cannot be placed in the corridor between the conference rooms, but 1-2 can be placed in the lobby, with chairs, in front of the Associated Students Office. A sign board can also be placed in the lobby, noting where the event is being held.