Janikies Family Innovation Forum
AIC Forum Set-Up Request

Email form to schedule@bryant.edu;yandrews@bryant.edu;ssharp@bryant.edu
Please submit at least **_10 business days_** prior to the event

Name of Event:

Contact Person: Email: Extension:

Date of Event: Event Reference Number:

Estimated Attendance: Account Number*:
  * Account number is needed for events that have to be set up outside of working hours and/or require custodial coverage based on estimated attendance

Room Set Time: Event Start Time: Event Ends:

Do you need a Podium?
  Yes   No
  (draw on plan with a "P")

Do you need a stage?
  Yes   No
  (draw on plan with an "S")

Do you need a registration table?
  Yes   No

(draw on plan)
If yes, how many chairs at registration tables?

What services will you need from AV?
  Assistance with media wall
  Background music
  Portable LCD projector *(see below)
  Laptop(s)   Qty:
  Microphones
      Podium microphone

      Wireless handheld (limit 2)   Qty:

      Lapel microphone (limit 2)   Qty:

      Table top microphone   Qty:

  Other:

* When projector is used, stage must be placed to the left of screen

Please describe general set-up and any other needs:

Will you be serving food? (When possible, food should be served in cafe area)
  Yes   No

  If yes, how many tables will the caterer need?
              (draw on plan)

  Which catering company are you using?

Do you want to hire custodial coverage for your event?
Please note: custodial coverage is recommended for events over 125 people.
  Yes   No