

TEACHERS COLLEGE FACILITIES ROOM SETUP FORM

PLEASE SUBMIT A WORK ORDER AT [HTTP://FACILITIESWEB.TC.COLUMBIA.EDU](http://facilitiesweb.tc.columbia.edu) BEFORE COMPLETING THIS FORM

COMPLETED FORMS CAN BE EMAILED TO TCROOMSETS@TC.COLUMBIA.EDU

*DENOTES A REQUIRED FIELD

WORK ORDER NUMBER*

CONTACT INFORMATION

NAME*

PHONE*

Email*

EVENT INFORMATION

BUILDING*

ROOM*

EVENT TITLE

EVENT DATE*

EVENT SETUP TIME*

EVENT START TIME*

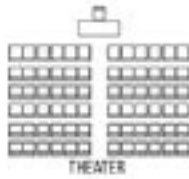
EVENT END TIME*

EXPECTED NUMBER OF ATTENDEES

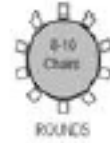
NUMBER OF TABLES AND CHAIRS

SETUP OPTION*

THEATER

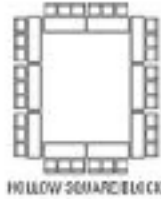


CLASSROOM

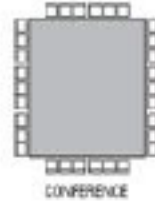
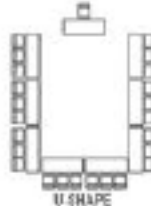


ROUNDS

HOLLOW SQUARE/BLOCK

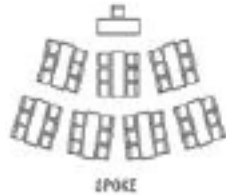


U-SHAPE



CONFERENCE

SPOKE



MODIFIED CHEVRON



CHEVRON



OTHER (PLEASE ATTACH
DIAGRAM)

COMMENTS

PLEASE NOTE: THIS FORM IS FOR FURNITURE SETUPS ONLY.

TO ORDER AUDIOVISUAL EQUIPMENT, PLEASE EMAIL MEDIASERVICES@TC.COLUMBIA.EDU OR CALL 212-678-3822.

TO ORDER FOOD, VISIT WWW.TC.COLUMBIA.EDU/DINING OR CALL 212-678-3168.