

**Parish Resource Center of Colorado**  
**ROOM SET-UP AND EQUIPMENT NEEDS**

Please print form, complete, and return at least one week before your meeting date to:

**Parish Resource Center, 10700 East Evans Avenue, Aurora, CO 80014**  
**303-750-3338    infocolorado@parishresourececenter.org**

---

---

Contact person:

Congregation:

Space reserved:  Meeting Space     Conference Room     Other \_\_\_\_\_

Date of meeting:

Beginning time (please include set-up time needed):

Ending time (please include clean-up time needed):

Purpose of meeting:

Size of group:

---

---

**Room Arrangement:**

The Conference Room is furnished with a table and eight chairs.

The Meeting Space can be arranged in a variety of ways. Please refer to the Sample Room Arrangements and indicate your preferred arrangement.

- |  |  |
|--|--|
| <input type="checkbox"/> Tables and chairs – Classroom Style       | <input type="checkbox"/> Chairs only – Circle        |
| <input type="checkbox"/> Tables and chairs – Conference Room Style | <input type="checkbox"/> Chairs only – Theater Style |
| <input type="checkbox"/> Other _____                               | (please use back for diagram)                        |
- 
- 

**Equipment Needs:** Please indicate equipment and supplies needed.

- |   |  |
|---|--|
| <input type="checkbox"/> Easel, newsprint, markers                        | <input type="checkbox"/> VCR and television        |
| <input type="checkbox"/> Overhead projector, transparency sheets, markers | <input type="checkbox"/> DVD player and television |
| <input type="checkbox"/> Lectern  | <input type="checkbox"/> CD/audio cassette player  |
| <input type="checkbox"/> Electronic keyboard                              | <input type="checkbox"/> Other _____               |
- 
- 

**Refreshments:** Coffee and hot tea are provided for the number of people you have indicated will be in your group. You are welcome to bring additional refreshments.