**Department/Organization**

**Event Name**

**Res #**

**Event Date(s)**

**A/V & Equipment**

See “Meeting Room AV” below

**Setup Notes**

**File Saved As**

145_LS.138

**Version**

**Date Updated**

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**Standard Set**

Open Space, 2 Tables, Stacks of Chairs

**Max Capacities**

Lecture - 138
Classroom - 66
Banquet - 96
Seminar - 60
Exhibit - 20 Tables
Conference – 54
U-Shaped Conference – 41

**Scale**

1 inch = 8 feet

**Area**

Square Feet

1,700

**Meeting Room AV**

Built-In PA (up to 2 wired mics*), Computer Audio Cable, Data Projector w/Screen, Whiteboard

*Mics must be requested in advance

**Contact**

HUB Event & Information Services
Box 352230
(206)543.8191
hubres@uw.edu
http://depts.washington.edu/thewhub/

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All components of the diagrams are subject to change.
Illustrated diagrams and their components are estimations only.
Additional furnishing (stacks of chairs / tables) not indicated on diagram may be present in the room at the time of your reservation.
Please contact our office with any additional questions.

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Please sign below and return by listed due date on your confirmation. Only first contact’s signature will be accepted.

Signature: ___________________________________________ Date: _____________________

By signing this diagram, you agree to this setup. Changes on the day of event MAY not be possible.
All exits and hallways must remain clear and unblocked.