

# Facility Layout Planning Sheet: Plex Meeting Room

Please return to Facility Booking Coordinator  
no later than 1 week prior to your event.

<b>Event:</b>	<b>Date:</b>	<b>Time:</b>	<b>Contact:</b>
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Windows

Outlets

Equipment Requirements			
6'- 8' rectangular tables		1- Screen	
30- Folding chairs		Wifi available	