Teachers College Facilities Room Setup Form

Please submit a work order at 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* --Select 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 AUDIOVISIAL 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.