

Woodward Meeting/Event Booking Information

- Chapel
 Chapel Activity Room
 Chapel Foyer
 Woodruff Dining Hall Civic Area
 Carlos Hall
Administration Building Boardroom
 Primary School Gym/Cafeteria
 Richardson Hall (Jones Rotunda)
OTHER _____ (check one)

>Individual schools return completed forms to their school Administrative Assistant.

>PC Board and Committees-At-Large (SGD, Parent Programming, etc.) return form to lin.pahl@woodward.edu

Booked By:		E-mail Address:	
Date:		Phone Number:	

General Information	Date of Event:		Time of Event:	
	Meeting Title:		Number of Attending:	
	(NOTE - Meetings must be confirmed before space is officially reserved.)			
	Reservation Type	Administration	Parent Community	Miscellaneous
	(Choose one)	Board Meeting	School Function	
	Fine Arts Event	Wedding		
	Special Event			

Food Service Requests	Select Meals*	Select Beverage*	Special Needs and Notes:	
	No Meals Needed	No Beverages Needed		
	Continental Breakfast	Coffee		
	Mid-morning Snack	Bottle Water		
	Lunch - Boxed Lunch	Orange Juice		
	Lunch - Hot Buffet	Assorted Soda		
	Lunch - Cold Buffet	Linens*		
	Lunch - Pre-Plated Meal	Topper	Banquet Style (to the floor)	Table Skirting
	Mid-afternoon Snack	>6 ft. rectangular	>sizes 6ft. and 60" round	(Where banquet style is not available)
	Dinner - Boxed Meal	>60" round	>white, bright red and black	>white
	Dinner - Hot Buffet	>white		
	Dinner - Cold Buffet	>burgundy	Linen napkins	
	Dinner - Pre-Plated Meal		>white	
		>burgundy		

Facilities Set-Up Requests	Set-up Style	Date and Time of Set-Up:
	No Set-up Requested	
	Classroom	Date and Time of Removal:
	Circle of Chairs	
	Conference	Additional Set-Up Instructions:
	U-Shape	
Dining Room Style		
Hollow Square		

IT /Sound Equipment	Presentation Aids	Sound Equipment	Special Needs and Notes:
	No Equip. Requested	No Equip. Requested	
	Projector	Microphone (handheld)	
	Projector Screen	DVD Player	
	White Board	VCR Player	
Flip Chart			

*Please note: Fees may be associated with certain requests from Woodward Academy's Dining Services.