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

>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

### General Information

<table>
<thead>
<tr>
<th>Reservation Type</th>
<th>Administration</th>
<th>Board Meeting</th>
<th>School Function</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Choose one)</td>
<td>Fine Arts Event</td>
<td>Wedding</td>
<td></td>
<td>Special Event</td>
</tr>
</tbody>
</table>

### Select Meals*

- No Meals Needed
- Continental Breakfast
- Mid-morning Snack
- Lunch - Boxed Lunch
- Lunch - Hot Buffet
- Lunch - Cold Buffet
- Lunch - Pre-Plated Meal

### Select Beverage*

- No Beverages Needed
- Coffee
- Bottle Water
- Orange Juice
- Assorted Soda
- Banquet Style (to the floor)
- Table Skirting
- >sizes 6ft. and 60" round
- >white, bright red and black
- Linen napkins
- >white
- >burgundy

### Presentation Aids

- No Equip. Requested
- Projector
- Projector Screen
- White Board
- Flip Chart

### IT/Sound Equipment

- No Equip. Requested
- Microphone (handheld)
- DVD Player
- VCR Player

### Additional Set-Up Instructions:

- Fees may be associated with certain requests from Woodward Academy’s Dining Services.

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