

TEXAS A&M UNIVERSITY VICTORIA

ROOM SETUP FORM

EVENT FACILITY: ☐ University Commons Multi Purpose Room (UC-MPR) ☐ Galvan Community Hall, University North (UN-MPR)
☐ University Northwest Multi Purpose Room (UNW-MPR) ☐ Other _____

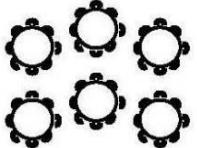
EVENT INFORMATION:

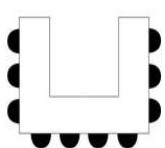
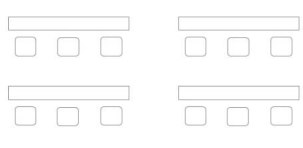
Event Name: _____ Date of Event: _____
 Contact Person: _____ Phone #: _____
 Event Start Time: _____ Event End Time: _____
 Sponsor Arrival Time: _____ Sponsor Departure Time (approx.): _____
 Number of People Attending: _____

SETUP INFORMATION:

Please indicate room setup choice below:

Banquet Style: ☐ Theater Style: ☐ U-Shape: ☐ Other: ☐ Classroom Style



(limited to smaller groups)

Note: Round tables seat 6 or 7 per table comfortably.

ADDITIONAL REQUESTS:

RECTANGULAR TABLES (please indicate quantity, if needed):

- ☐ Buffet/Refreshment Table(s) 8' x 2 ½'
☐ Small Head Table (s) 5' x 2' with 2 Chairs
☐ Large Head Table (s) 8' x 2 ½' with 4 chairs (*Not available @NW*)
☐ Small Registration Table (s) 5' x 2' w/2 chairs
☐ Large Registration Table (s) 8' x 2 ½' w/4 chairs (*Not available @ NW*)

AUDIO/VISUAL (please check, if needed)

- ☐ Podium with Microphone
☐ Roaming Microphone
☐ LCD Projector with Screens
☐ Laptop with PowerPoint

OTHER

OTHER (please check, if needed)

- ☐ Kitchen (UC or UN) or Room 108 (UC only) (please specify which one) _____
☐ Other Requests (please specify) _____

Will meal and/or refreshments be served? Yes ☐ No ☐ If yes, please complete a [Food Dealer's Permit](#)

If event is being catered, please provide caterer name and number:

Will alcohol be served? Yes ☐ No ☐ If yes, please complete an [Alcohol Beverage Use Application](#)

Will you be using any type of open flame Yes No If yes, please complete an [Open Flame Permit](#)

DETAILED REQUESTS/ COMMENTS:

Please scan and email to BrownJJ6@tamuv.edu at least two weeks prior to the event date. Last Revised 9/25/2025