



Community Action Agency
1214 Greenwood Ave, Jackson MI 49203
Conference Room Request and Set-Up Form

Organization Requesting Conference Room: _____

Organization Contact Person: _____ Email: _____

Phone Number: _____ ext.: _____

Meeting Date(s): _____ Meeting Time(s): _____

Number of People Attending: _____ **Please confirm final count two days prior to meeting**

Submit completed form (including set-up option) to: Patsy Hart - phart@caajlh.org

If you have questions please contact Patsy Hart: Email: phart@caajlh.org or Phone: 517 539-8328

You will receive an email from Patsy informing you of the availability of the conference room you are requesting.

NOTE: We do not provide beverages for meetings unless CAA is attending.

Conference Room Rules

- Doors to the conference room must remain closed; otherwise the heat/air will run continuously.
- The Temperature cannot be set above 70 degrees; if it does the projector will stop working.
- If you use the computer/project/audio make sure you turn everything off when your meeting is over.
- Please remember you are responsible for taking care of leftover food and materials.
- Maintenance staff will take care of tables/chairs, emptying trash cans

See next page for room set-up options

CONFERENCE ROOM SET-UP OPTIONS

Large Conference Room includes: Tables/Chairs, Ceiling Projector, Large Screen, Desktop Computer with wireless keyboard/mouse, Audio (microphones/integrated speakers), and conference phone.

******If you are planning to use the projector please load your presentations/slides on a flash to use with our computer. This applies to the large conference only.**

If using the Large Conference Room please ✓ if you will require any of the following:

Projector Microphone Computer (computer has wireless keyboard/mouse)

Other conference rooms include:

Small: Tables/chairs and phone.

Lower Level: Tables/Chairs, phone and a small whiteboard

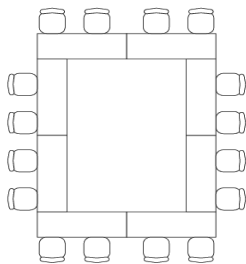
Please ✓ which conference room you are requesting

***Conference Room Selection:** Large (up to 75 people) Small (up to 8) Lower Level (up to 15)

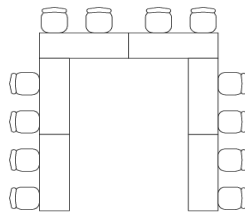
* Maximum number of people will be dependent on selected room set-up option

CONFERENCE CENTER ROOM SET-UP DIAGRAMS

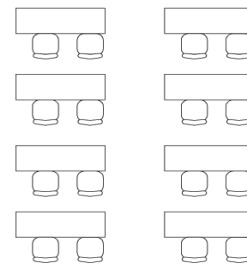
Please circle
the room set-
up you would
like



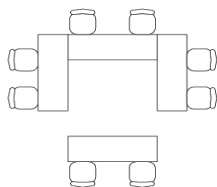
CONFERENCE STYLE



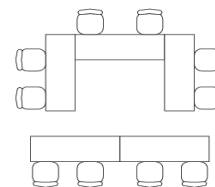
U-SHAPE STYLE



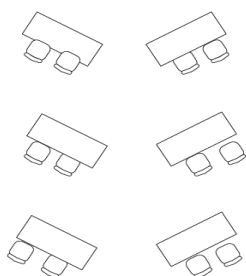
CLASSROOM STYLE



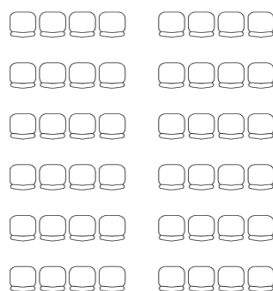
BOARDROOM STYLE



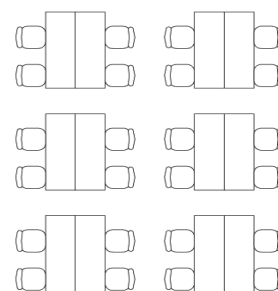
HEARING PANEL STYLE



CHEVRON/PHOENIX STYLE



THEATRE STYLE



CLUSTER STYLE