



RESERVATION REQUEST FORM

DAY _____ DATE _____

START TIME _____

END TIME _____

ACCESS TIME _____

NUMBER OF ATTENDEES _____

SET-UP requirements: (please indicate by check mark the equipment needed)

- _____ lcd projectors and screens
- _____ sound system and lectern with microphone
- _____ laptop (please advise if you will be bringing in a laptop)
- _____ a/v support staff person

Please indicate the number of tables:

- _____ 60" rounds with 8 chairs
- _____ 8ft rectangle buffett tables
- _____ EXECUTIVE WOOD BAR WITH 6 FT BACK BAR TABLE
- _____ GARBAGE CANS
- _____ RECYCLE CANS

NOTES TO CURATOR

PLEASE OR EMAIL TO SUSAN SANBORN, CURATOR
FAX 310-381-5353
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EMAIL: susan_sanborn@toyota.com