

SET UP REQUEST FORM

1. Event Information:

Event Description \_\_\_\_\_

Date of Event \_\_\_\_\_

Time of Event: start \_\_\_\_\_ end \_\_\_\_\_

Organization \_\_\_\_\_

2. Facility and location of set up: \_\_\_\_\_

3. Permission to use area authorized by : \_\_\_\_\_

4. At what date and time can the set-up be done? \_\_\_\_\_

5. At what date and time can the set-up be removed? \_\_\_\_\_

Please check all equipment needed:

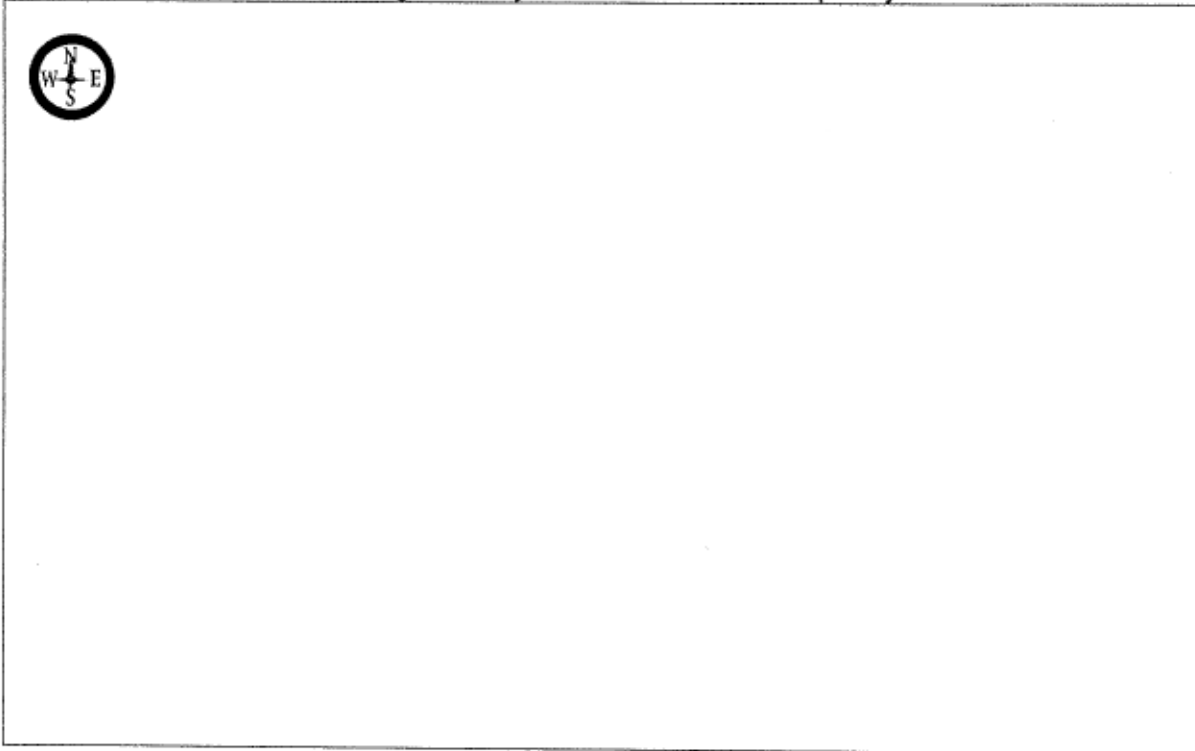
Tables # \_\_\_\_\_ (please indicate sizes)

Chairs # \_\_\_\_\_

Podium \_\_\_\_\_

Other \_\_\_\_\_

6. Please sketch out a drawing of how you would like the set-up for your event:



Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please give us as much time and detail as possible. This will ensure your program is successful.

Thank You