WAREHOUSE SERVICES
SETUP REQUEST

Sponsor: _____________________________  Ext.: ______________  Department:_______________________

Location: (Bldg. & Area): _____________________________  Event: _________________________________

Set-Up By:             Date:_____________________________  Time: ______________________  AM/PM

Take Down After   Date:_____________________________  Time:_______________________ AM/PM

Equipment Requested (state quantity):

8' Folding Tables (seats 8): _______________ Folding Chairs: ___________________
6' Folding Tables (seats 6): _______________  60” Round Tables (seats 8): __________

Stage (Circle): YES / NO  Canopy: 10' X 10' (4 available) or 20' X 20' (2 Available): __________

STUDENT REQUESTS MUST BE AUTHORIZED THROUGH STUDENT ACTIVITIES

Describe Set-Up: ____________________________________________________________

_______________________________________________________________________________

_______________________________________________________________________________

Please provide a Sketch of Set-Up:


Approved By: ________________________________________________   Date: _________________________

(Authorized Signature Only)

Set-Up: Warehouse Ext. 7127, is to receive requests at least ten (10) working days prior to event. Allow for
preparation before event and clean-up after when making room reservations. Please note that Sodexho does not
supply serving tables.

Room Reservation: Made available through Special Programs, Ext. 4264.
Audio/Visual: Contact Presentation Services at Ext. 6953, at least 24 hours prior to
event, or five (5) working days for large requests.
Sodexho: For catering services, contact: Sodexho at Ext. 4121.

FOR EMERGENCIES OR SAME DAY CHANGES, CONTACT SET-UP CREW AT EXT. 4268, OR 7127.
EMAIL SETUP REQUEST FORM TO: events.setup@pepperdine.edu