

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): _____

If canopy is needed, there will be an additional charge for duct tape. Call Warehouse at ext.4268 for price
If trash/recycle containers are needed, there will be an additional charge for liners. Call Warehouse at ext.4268 for price

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 Sodexo 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.

Sodexo: For catering services, contact: Sodexo at Ext. 4121.

WHS USE ONLY
Confirmation #:

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