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 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.
Sodexo: For catering services, contact: Sodexo 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