

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 the event is taking place at **Calabasas**, you must notify Crystal Cabral (crystal.cabral@pepperdine.edu) at least one business week in advance of the event.

If the event is taking place at **West LA**, you must notify Marco Huerta (marco.huerta@pepperdine.edu) at least one business week in advance of the event.

STUDENT REQUESTS MUST BE AUTHORIZED THROUGH STUDENT ACTIVITIES

Describe Set-Up: _____

Please provide a Sketch of Set-Up:

Approved By: _____ Date: _____

(Authorized Signature Only)

The Set Up team requires a two-week advance notice in order to accommodate requests for services.

Room Reservation: Made in 25Live.

Bon Appetit: For catering services, contact: Bon Appetit at Ext. 4121.

WHS USE ONLY
Confirmation #:

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