

Sponsor: Ext.:
Dept:

Location & Area: Event:

Set-Up by Date: Time: AM/PM

Take Down After Date: Time: AM/PM

Qty of: 8' Folding Tables: 6' Folding Tables:
Folding Chairs:

- Stage and Canopy are available upon pre-approval from Department Director. Any student requesting set up please contact Student Activities at ext. 4298 (Chris Van Velzer).

Provide sketch of Set-Up to include a small description of area.

Approved By: _____ (Authorized Signature) **Date:** _____

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

Room Reservation: Made available through special Programs, Ext. 4264.

Audio/Visual: Contact 1-TRAC at Ext. 4357, 24 hours prior to event, or five (5) working days for large requests.

Dining Services: contact Sodexho at Ext. 4121.

For same day changes; contact set-up crew at ext. 7127. In case of an emergency, please call 6287.