

## Set Up Form

**Sponsor:**

**Ext.:**

**Dept:**

**Location & Area:**

**Event:**

**Set-Up by Date:**

**Time:** AM/PM

**Take Down After Date:**

**Time:** AM/PM

**Qty of:** 8' Tables:

6' 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.**

**\*If more room is needed please utilize back side.**

**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. Sodexo 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 Sodexo at Ext. 4121.

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

**FAX:** 310.506.7328