Date Received_____
For Office Use Only

MALIBU SETUP REQUEST FORM

Please Note: Setup Request Forms must be submitted at least two weeks before the "Event Date"

Requestor's Name:_____Phone Number:_____Department Name:_____

Please Check if ☐ Student Organization or Club Name of Club or Org: _____

Note: Student requests **MUST BE** authorized through the **STUDENT ACTIVITIES DEPT** before submission

Location: _____ Event Name: _____

Set Up By Date: _____ Time: _____ AM / PM

Take Down By Date: _____ Time: _____ AM / PM

Required = * (Chartstring not required for Student Organizations or Clubs)
Chartstring: Fund*_____DeptID*_____Acct#*_____Class*_____Prog/Prod/Proj/OperUnit_____

Equipment Requested (State quantity)

8' Folding Table (Seats 8): _____ 6' Folding Table (Seats 6): _____ 60" Round Tables (Seats 8): _____

Folding Chairs: _____ Trash Cans: _____ Podium: _____ Sign Holders: _____

Canopy 20x20 (2 Available): _____ Canopy 10x10 (4 Available): _____ Umbrella: _____ Stage Pieces:_____

Describe Setup: _____

_____

_____

Please Provide A Sketch Of Setup:

Approved By:_____ Date:_____

Room Reservations: **Must be made in 25 Live.**
Catering services, contact Bon Appetit at Ext: 4121

Work Order#

Email setup request form to moving.setup@pepperdine.edu

Events scheduled with less than two weeks' notice are subject to a $100 Urgency Surcharge or Setup Request denial.

r. 9-24-26