

SET-UP REQUEST FORM

We require a two-week advanced notice before the desired service date.

Requestor _____ Phone number _____ Department Number _____

Location: (Bldg. & Area): _____ Event Name: _____

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

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

Equipment Requested (State quantity)

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

Folding chairs: _____ Trash Cans: _____ Podium: _____

Canopy 20x20 (2 Available) _____ Canopy: 10x10 (4 Available) _____ Umbrellas: _____ Stage: Yes / No

STUDENT REQUESTS MUST BE AUTHORIZED THROUGH THE STUDENT ACTIVITIES DEPARTMENT

Describe Set-Up: _____

Please Provide a sketch of Set-Up:

Approved By: _____ Date: _____

Room Reservations: Must be made in 25Live.

Catering services, contact Bon Appetit at Ext: 4121

Work Order #

Events taking place in Calabasas. Notify Crystal Cabral (crystal.cabral@pepperdine.edu) at least one business week before the event.

Events taking place in West LA. Notify Marco Huerta (marco.huerta@pepperdine.edu) at least one business week before the event.

Email set-up request form to: warehouse.services@pepperdine.edu