

# SET-UP REQUEST FORM

Date Received \_\_\_\_\_  
Office Use Only

**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

Chartstring: \_\_\_\_\_

## Equipment Requested (State quantity)

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

Folding chairs: \_\_\_\_\_ Trash Cans: \_\_\_\_\_ Podium: \_\_\_\_\_ Sign Holders: \_\_\_\_\_

Canopy 20x20 (2 Available) \_\_\_\_\_ Canopy: 10x10 (4 Available) \_\_\_\_\_ Umbrellas: \_\_\_\_\_ Stage Pieces \_\_\_\_\_

**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