

# WAREHOUSE SERVICES SETUP REQUEST

Sponsor: \_\_\_\_\_ Ext.: \_\_\_\_\_ Department: \_\_\_\_\_

Location: (Bldg. & Area): \_\_\_\_\_ Event: \_\_\_\_\_

Set-Up By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Take Down After Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Equipment Requested (state quantity):

8' Folding Tables (seats 8): \_\_\_\_\_

Folding Chairs: \_\_\_\_\_

6' Folding Tables (seats 6): \_\_\_\_\_

60" Round Tables (seats 8): \_\_\_\_\_

**Stage (Circle): YES / NO Canopy: 10' X 10' (4 available) or 20' X 20' (2 Available): \_\_\_\_\_**

**STUDENT REQUESTS MUST BE AUTHORIZED THROUGH STUDENT ACTIVITIES**

Describe Set-Up: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Provide a Sketch of Set-Up:

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

(Authorized Signature Only)

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

**Room Reservation:** Made available through Special Programs, Ext. 4264.

**Audio/Visual:** Contact Presentation Services at Ext. 6953, at least 24 hours prior to event, or five (5) working days for large requests.

**Sodexo:** For catering services, contact: Sodexo at Ext. 4121.

**WHS USE ONLY  
Confirmation #:**

**FOR EMERGENCIES OR SAME DAY CHANGES, CONTACT SET-UP CREW AT EXT. 4268.  
FAX #: 310-506-7328**