Name of Group:

Name of Requester: Phone:

Name of Requestor (alternate): Phone:

Date of Event: Hours of Event, From: To:

Purpose of Event: ***Advanced set-up to be completed by:

Room/Location:

Number Attending:

Other Equipment Needed:
Note: AV. equipment or assistance requests need to be sent to Aaron Linder, Ext. 5304

Special Needs:

Refreshments

Type of setup required:

Tables in a Square
Theater Style
Tables in “U”
Special (please describe)

*Only maintenance staff shall hang any decorations necessary*

**For all requests, conflicts or inquiries please contact Mark Skrob and/or John Duarte (depending on availability)

***Here are some important facts to note on your set-up request:

1. Available times that maintenance personnel can set-up are between 7:00AM and 3:00PM. Allow at least a half hour for small set-ups and at least an hour for larger.

2. Anytime a set-up is required to be complete before 7:30AM (for a small set-up) or 8:00 AM (for a large set-up), please make an effort to reserve the room the prior afternoon, no later than 2:00PM to assure set-up time will be available.

3. If for whatever reason you would like the room set-up, well in advance, reserve the room as far back as you need and note it on your set-up request.

4. Room usage extending past 2:30PM will make room setup unavailable until the following morning.

Note: Every Tuesday and Thursday evening, an exercise class is conducted in the large Boardroom making a conflict for early or advance set-up for Wednesdays and Fridays. Check current room reservation to see if you may have any conflicts. Schedules can change last minute.