Set-up Request

Event Title: ____________________________________________________________
Contact Person: ________________________________________________________
Date(s) of Rental/Use: __________________________________________________
Building and Room Number: ___________________________________________
Set-Up Start Time: _____________________________________________________
Event Start Time: _____________________ End Time: _______________________
Number of Chairs needed: ____ Tables needed: Round: ____ Rectangular: ________

ALL SET-UPS MUST BE SUBMITTED TO THE INFORMATION DESK AT LEAST
10 DAYS PRIOR TO EVENT!

***Indicate below equipment requested***
Equipment is not permitted to move between buildings

Bennett Hall Only:
____ Lectern with Microphone
____ Projection Screen(s) (7’x7’)
____ Easel
____ Overhead Projector
____ Wireless Microphone (Auditorium only)

Shoemaker Center Only:
____ Podium with Microphone ____ Projection Screen(s) (7’x7’)
____ LCD Computer Projector ____ DVD/VCR
____ Wired Microphone ____ Wireless Microphone
____ Connection to House Audio System
____ Amplified Floor Speakers

Bennett Hall Auditorium & Stevenson Only:
____ Mobile Computer Cart (PC, LCD Projector, DVD/VCR player, speakers)

Wired/Wireless Internet Accounts:
____ Quantity – Please Submit Temp Guest Network Request Form

Additional Information/Requests:

Please draw a detailed set-up layout in the area provided.

(Office Use Only):

Date Posted:

Persons Notified:
☐ Kim McKimmy ☐ Break Room ☐ Lance Mekeel ☐ Denny Fowler ☐ Bill Modzelewski ☐ _________
(other)

Updated 6/11/2015