

# REQUEST FOR SETUP FORM<sup>(9-13-02)</sup>

Date form completed: \_\_\_\_\_ ACCT. # \_ \_ - \_ - \_ \_ \_ \_ - \_ \_ \_ \_ \_

Contact Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Event name or description: \_\_\_\_\_

Event location: \_\_\_\_\_

Date(s) and time(s) of event: \_\_\_\_\_

Rental furniture arrival time/date \_\_\_\_\_ Rental furniture pickup time/date \_\_\_\_\_

Setup dates/times \_\_\_\_\_ Breakdown dates/times \_\_\_\_\_

Cleaning requirements: Before: Yes No During: Yes No After: Yes No

Setup Requirements:

# of 8' tables from Facility Services \_\_\_\_\_ # of chairs \_\_\_\_\_

# of tables & chairs rented from outside vendor(call Business Services) \_\_\_\_\_

Setup of tables and chairs Yes No

Provide diagram Yes No or meet setup crew at established date \_\_\_\_\_ time \_\_\_\_ AM / PM

# of coat racks (2 available): \_\_\_\_\_ # of additional trash cans: \_\_\_\_\_

Pipe & drapes ordered from outside vendor (call Business Services) Yes No

Tarp (is required for most events in ULGC) Yes No

Podium: Yes No

Is electrician required for setup Yes No or during event? Yes No Give details/times:

\_\_\_\_\_  
\_\_\_\_\_

Outside grounds requirements (give specific details):

\_\_\_\_\_  
\_\_\_\_\_

Other requirements (give specific details):

\_\_\_\_\_

Note: Fill out all of the requested information on this form and submit to work order clerk at Physical Plant at least **10** working days before your event. Please insure that you give us ample time to setup and break down for your event. All costs are for straight time labor; work performed during off hours may affect the cost of services.