

Space/Room Setup Request

Submit requests at least 5 business days before the event. Large events may require additional lead time.

Event/Requester Information

Event Name ***Contact Name****Phone****Department****Email**

Event Details

Building**Room****Event Date ***

(MM/DD/YYYY)

Start Time**End Time****Expected Attendance**

Setup Requirements

Chairs Needed

Tables Needed

Table Arrangement

Classroom Style

Conference Style

Banquet/Rounds

Theater Style

U-Shape

Other

Special Setup Instructions

Podium/Lectern needed

AV Equipment needed (contact IT separately)

Approval

Requestor Signature

Date:

Sign above

Date Submitted

(MM/DD/YYYY)