

Space/Room Setup Request

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

Event/Request 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

Sign above

Date:

Date Submitted

(MM/DD/YYYY)