

Tuesday, Aug 29, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 AM	6:00 AM	11:45 PM >	12:45 AM >	MU L1-33 Hohokam	(U8808) - Aramark Marketing Temporary Office	ARAMARK Nicole Jackson,Nikki Rodriguez	DG	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 16
MU Equipment		1	Dry Erase Board Hohokam w/markers
			South wall of room is a white board
		1	HD Display Hohokam
		1	Phone Conference Polycom Hohokam
Setup Notes		1	Internal Notes
			This is a private event. Aramark has their temporary office setup in this room.

Wednesday, Aug 30, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 AM	6:00 AM	11:45 PM >	12:45 AM >	MU L1-33 Hohokam	(U8808) - Aramark Marketing Temporary Office	ARAMARK Nicole Jackson,Nikki Rodriguez	DG	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 16
MU Equipment		1	Dry Erase Board Hohokam w/markers
			South wall of room is a white board
		1	HD Display Hohokam
		1	Phone Conference Polycom Hohokam
Setup Notes		1	Internal Notes

This is a private event. Aramark has their temporary office setup in this room.

< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
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< 8:15 AM	10:00 AM	12:15 PM	1:15 PM >	MU 230 Pima	(C0548) - Air Force ROTC Commisioning Ceremony	AIR FORCE ROTC/AEROSPACE STUDIES Rachael Lamb, 480-965-3181	IV	Confirmed - Reservation Booked
Customer Access Time: 9:15 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Theater Style for 80
ASU Catering - Space Logistics		1	Table 6' Rectangle Catering - Memorial Union
			In Back of Room
MU Equipment		1	Data Projector Pima
		1	Microphone/Pima HH Wireless
		1	Podium Pima w/ mic
		4	Chairs Arizona & Ventana
Reminders		1	Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

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Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					https://eventreg.asu.edu			
Setup Notes					1	Internal Notes		
					Place 4 chairs on stage			
< 8:15 AM	9:00 AM	3:00 PM	3:45 PM >	MU 207 Gold Room	(G9026) - Professional Development Meeting/ NSYSU	GLOBAL LAUNCH AMIELYN DIZA, 7604200001	DG	Confirmed - Reservation Booked
					<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
					Room Setup			
					Classroom for 25			
					ASU Catering - Food and Beverage Anticipated			
					1	Food and Beverage Anticipated - Memorial Union		
					The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.			
					To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			
					MU Equipment			
					1	Data Projector Gold		
					1	Microphone/Gold HH Wireless		
					1	Podium Gold		
					9	Table 4' x 3' Gold		
					3	Dry Erase Board Portable Large w/markers		
						6' X 4'		
					Reminders			
					1	Special Event Registry		
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			
					Setup Notes			
					1	MU Operations:		
					Additional Notes: Classroom style for 27. (3 chairs per table)			

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Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Other for 1

Notes

Please make sure room is clean for client use.

< 11:30 AM	12:00 PM	1:00 PM	1:30 PM >	MU 242 La Paz	(V2246) - Gilman Information Session	Office of National Scholarship Advisement Kaia Johnson, 480-727-8204	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 54

MU Equipment

1

Data Projector Lapaz East

1

Microphone/Lapaz HH Wireless

1

Podium Lapaz

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 11:45 AM	12:00 PM	12:30 PM	12:45 PM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
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< 1:30 PM	3:00 PM	5:15 PM	6:15 PM >	MU 202 Alumni Lounge	(H9031) - Get ready for the career fair CPT &OPT overview	EDUCATIONAL OUTREACH & STUDENT SERVICES TEMPE Ban Faris, 480-727-2628	DG	Confirmed - Reservation Booked
Customer Access Time: 2:30 PM								

Service ProviderTimeQuantityResource**Room Setup**

Theater Style for 60

MU Equipment

1

Data Projector Alumni Lounge

Wednesday, Aug 30, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	Microphone/Alumni HH Wireless		
					1	Podium Alumni w/mic		
						VGA and HDMI connection		
					1	Special Event Registry		
					<p>This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.</p> <p>You will be contacted by the appropriate ASU entity if additional documentation is needed.</p> <p>https://eventreg.asu.edu</p>			

< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource

Room Setup

Other for 1

< 3:30 PM	4:30 PM	5:30 PM	6:30 PM >	MU 230 Pima	(N3851) - American Marketing Association Weekly Meetings	AMERICAN MARKETING ASSOCIATION Kevin Clark, 480-236-7147	EA	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource

Room Setup

Theater Style for 60

ASU Catering - Food and
Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment

1

Data Projector Pima

2

Microphone/Pima HH Wireless

1

Podium Pima w/ mic

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
You will be contacted by the appropriate ASU entity if additional documentation is needed.								
https://eventreg.asu.edu								
< 3:30 PM	6:00 PM	9:30 PM >	9:00 AM >	MU 221 Arizona	(W5356) - Cultural Greek Open House	MULTICULTURAL GREEK COUNCIL Sadhana Pandari, 4805517070	IV	Confirmed - Reservation Booked
Customer Access Time: 5:00 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 250
MU Equipment		58	Chairs Arizona & Ventana
		1	Data Projectors Arizona
		3	Microphone/Arizona HH Wireless
		1	Podium Arizona w/mic
			VGA and HDMI connection
		29	Table 6' Rectangle Ballroom
Reminders		1	Special Event Registry
			This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.
			You will be contacted by the appropriate ASU entity if additional documentation is needed.
			https://eventreg.asu.edu
Setup Notes		1	MU Operations:
			Anticipated Schedule: Setup 5pm-6pm, event from 6pm-9pm, and cleanup from 9pm-9:30pm
			Diagram Completed: https://diagram.socialtables.com/diagram/f3d95185-84f5-42a0-b078-a0987f1653f7
			Additional Notes: 58 rectangles with 2 chairs each in tabling setup, please review diagram

< 4:00 PM	4:30 PM	5:30 PM	6:00 PM >	MU 242 La Paz	(R7492) - ONSA General Information Session	Office of National Scholarship Advisement Kaia Johnson, 480-727-8204	DG	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			U-Shape for 45

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Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					MU Equipment			
					1	Data Projector Lapaz East		
					1	Microphone/Lapaz HH Wireless		
					1	Podium Lapaz		
					Reminders			
					1	Special Event Registry		
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			

< 4:00 PM	5:00 PM	6:15 PM	6:45 PM >	MU 224 Gila	(A8165) - Women in Biochemistry Club Meetings	Women in Biochemistry Hailey Simmonds, 480-772-7151	EA	Confirmed - Reservation Booked
Customer Access Time: 4:30 PM								

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 30

ASU Catering - Food and Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

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To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment

1

HD Display Gila

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 4:00 PM	5:00 PM	9:00 PM	10:00 PM >	MU 241B Ventana B	(E3350) - AKPsi Speed Networking	ALPHA KAPPA PSI Vikram Sahgal, 360-852-2204	IV,EA	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Individual Rectangle Tables for 108

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Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	Catering Placement Notes		
						Catering to use 3 tables east wall		
					3	Table 6' Rectangle Catering - Memorial Union		
					108	Chairs Arizona & Ventana		
					1	Data Projector Ventana B		
					1	Microphone/Ventana B HH Wireless		
					1	Podium Ventana B w/mic		
					1	Special Event Registry		
						This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.		
						You will be contacted by the appropriate ASU entity if additional documentation is needed.		
						https://eventreg.asu.edu		
					1	Setup Notes		
						18 rectangle tables with 6 chairs at each. 108 total chairs.		

< 4:45 PM	6:00 PM	9:15 PM	10:15 PM >	MU 228 Cochise	(E7850) - General Meetings	HISPANIC BUSINESS STUDENTS ASSOCIATION Anette Cardenas,Michelle Macias, 602-706-3447	AV	Confirmed - Reservation Booked
Customer Access Time: 5:45 PM								

Service Provider	Time	Quantity	Resource
Room Setup			Theater Style for 100
ASU Catering - Space Logistics		1	Catering Placement Notes
			12 FT CREDENZA
MU Equipment		1	Data Projector Cochise
		2	Microphone/Cochise HH Wireless
		1	Podium Cochise w/mic
Reminders		1	Special Event Registry
			This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.



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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
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You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 5:00 PM	6:00 PM	7:30 PM	8:00 PM >	MU 225 Yuma	(J5309) - General Meetings	ARMENIAN STUDENT ASSOCIATION AT ASU David Vandian, (602) 600-8946	DG	Confirmed - Reservation Booked
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Customer Access Time: 5:30 PM

Service Provider	Time	Quantity	Resource
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Room Setup			U-Shape for 25
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MU Equipment		1	HD Display Yuma
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Reminders		1	Special Event Registry
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<https://eventreg.asu.edu>

< 5:15 PM	6:00 PM	7:00 PM	7:30 PM >	MU 238 Apache	(R9353) - LSMA + 1st General Meeting	Latino Medical Student Assoc Rodolfo Quijada, 6027947211	EA	Confirmed - Reservation Booked
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Customer Access Time: 5:45 PM

Service Provider	Time	Quantity	Resource
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Room Setup			U-Shape for 1
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ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union
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The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment		1	HD Display Apache
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< 5:15 PM	6:00 PM	7:15 PM	7:45 PM >	MU 208 Chrysocolla	(W5853) - Devils 4 Devils Club Meeting	Devils 4 Devils Robert Carbajal, 6232776164	EA	Confirmed - Reservation Booked
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Customer Access Time: 5:45 PM

Service Provider	Time	Quantity	Resource
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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					Boardroom Style for 12			
					HD Display Chrysocolla			
					Phone Conference Cisco Chrysocolla			
					480*727-1224			
					Special Event Registry			
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			

< 5:25 PM	6:00 PM	7:00 PM	7:30 PM >	MU 240 Navajo	(P8716) - Leadership Excellence Association General Meeting	Leadership Excellence Association Matthew Torel, 480-665-7115	DG	Confirmed - Reservation Booked
Customer Access Time: 5:55 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			U-Shape for 25
MU Equipment		1	HD Display Navajo
		1	Dry Erase Board Portable Large w/markers 6' X 4'
Reminders		1	Special Event Registry This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date. You will be contacted by the appropriate ASU entity if additional documentation is needed. https://eventreg.asu.edu

< 5:30 PM	6:00 PM	7:00 PM	7:30 PM >	MU 207 Gold Room	(V8931) - AdWorks Weekly Meeting	AdWorks Kevin Clark, 480-236-7147	EA	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Individual Rectangle Tables for 50
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.			
					To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			
				MU Equipment	1	Data Projector Gold		
					1	Microphone/Gold HH Wireless		
					1	Podium Gold		
				Reminders	1	Special Event Registry		
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			

< 5:30 PM	6:00 PM	7:30 PM	8:00 PM >	MU 206 Copper	(C1577) - AFSA Executive Board Meetings	AFRICAN STUDENT ASSOCIATION Haroni Sahilu, 605-940-8633	EA	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 15

MU Equipment

1

HD Display Copper

1

Phone Conference Cisco Copper

480-727-1223

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 6:00 PM	6:30 PM	8:00 PM	8:15 PM >	MU 242 La Paz	(A4108) - General Body Meeting	She's the First at ASU Sydney Hott, 480-652-0601	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 50

Memorial Union

[illegible]

< 6:00 PM	7:30 PM	10:00 PM	10:30 PM >	MU 227 Pinal	(J1428) - DVSF CONNECT Bible Study	DESERT VALLEY STUDENT FELLOWSHIP Kelli Michels, 850-345-7357	EA	Confirmed - Reservation Booked
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<u>Service Provider</u>				<u>Time</u>	<u>Quantity</u>	<u>Resource</u>		
Room Setup						U-Shape for 20		
< 6:30 PM	7:00 PM	8:05 PM	8:35 PM >	MU 230 Pima	(B3113) - Consciousness Club Meetings	consciousness club	AV	Confirmed -
Customer Access Time: 6:55 PM						Caleb Musfeldt, 6024020894		Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			U-Shape for 30
MU Equipment		1	Data Projector Pima
		1	Podium Pima w/ mic
Reminders		1	Special Event Registry
			This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.
			You will be contacted by the appropriate ASU entity if additional documentation is needed.
			https://eventreg.asu.edu
Setup Notes		1	Internal Notes
			Notes for Memorial Union and Student Pavilion staff. Not published on client confirmations.
		1	Internal Notes
			Note: Group moved to Pima due to AV issues in Coconino. Underutilization of space is expected.

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Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 6:45 PM	7:00 PM	8:00 PM	8:15 PM >	MU 226 Graham	(T0582) - Medical Ethics Club First General Meeting	Medical Ethics Club Matthew Torel, 480-665-7115	DG	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 20

MU Equipment

1

HD Display Graham

1

Dry Erase Board Portable Large w/markers
6' X 4'**Reminders**

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 6:50 PM	7:30 PM	8:30 PM	9:00 PM >	MU 229 Santa Cruz	(R4890) - Circle K International Meeting	CIRCLE K INTERNATIONAL Soledad Romero, 4802541705	EA	Confirmed - Reservation Booked
Customer Access Time: 7:20 PM								

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 20

MU Equipment

1

HD Display Santa Cruz

Reminders

1

Special Event Registry

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<https://eventreg.asu.edu>

Thursday, Aug 31, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 AM	6:00 AM	11:45 PM	12:45 AM >	MU L1-33 Hohokam	(U8808) - Aramark Marketing Temporary Office	ARAMARK Nicole Jackson,Nikki Rodriguez	DG	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 16

MU Equipment

1

Dry Erase Board Hohokam w/markers

South wall of room is a white board

1

HD Display Hohokam

1

Phone Conference Polycom Hohokam

Setup Notes

1

Internal Notes

This is a private event. Aramark has their temporary office setup in this room.

< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
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< 8:15 AM	9:00 AM	4:00 PM	4:45 PM >	MU 207 Gold Room	(G9026) - Professional Development Meeting/ NSYSU	GLOBAL LAUNCH AMIELYN DIZA, 7604200001	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Classroom for 25

ASU Catering - Food and Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment

1

Data Projector Gold

1

Microphone/Gold HH Wireless

1

Podium Gold

9

Table 4' x 3' Gold

3

Dry Erase Board Portable Large w/markers

6' X 4'

Thursday, Aug 31, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Reminders					1	Special Event Registry		
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			
Setup Notes					1	MU Operations:		
					Additional Notes: Classroom style for 27. (3 chairs per table)			
< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
Service Provider			Time	Quantity	Resource			
Room Setup					Other for 1			
					Notes			
					Please make sure room is clean for client use.			
	11:00 AM	11:30 AM		Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
Service Provider			Time	Quantity	Resource			
Room Setup					Other for 1			
Setup Notes					1	Internal Notes		
					Please make sure space is cleaned before each use			
< 11:30 AM	12:00 PM	2:00 PM	2:30 PM >	MU 242 La Paz	(T8295) - NSYSU Graduation Lunch	GLOBAL LAUNCH Erin McCloskey, 480-465- 1826	DG	Confirmed - Reservation Booked
Service Provider			Time	Quantity	Resource			
Room Setup					Rounds for 30			
ASU Catering - Food and Beverage Anticipated					1	Food and Beverage Anticipated - Memorial Union		
					The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.			

Thursday, Aug 31, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			
					ASU Catering - Space Logistics	4		Catering Placement Notes
					# of 6' Tables - Food: 3 Single			
					# of 6' Tables - Beverage: 1			
					Table Location(s) (If Applicable):			
					4	Table 6' Rectangle Catering - Memorial Union		
						Back of Room		
					MU Equipment	1		Data Projector Lapaz East
						1		Microphone/Lapaz HH Wireless
						1		Podium Lapaz
					Reminders	1		Special Event Registry
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			

< 11:45 AM	12:00 PM	12:30 PM	12:45 PM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 1



Thursday, Aug 31, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	2:00 PM	2:30 PM		Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Other for 1			
Setup Notes				1	Internal Notes			
					Please make sure space is cleaned before each use			
< 2:50 PM	4:00 PM	6:00 PM	6:30 PM >	MU 225 Yuma	(V9743) - Pathways for the Future Fall Welcome	Career and Professional Development Services (CPDS) - Tempe Christopher Watts, 8064705046	IV	Confirmed - Reservation Booked
Customer Access Time: 3:20 PM								
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Theater Style for 20			
ASU Catering - Space Logistics				1	Catering Placement Notes			
					CATERING TO USE 14FT CRENDEZA			
MU Equipment				1	HD Display Yuma			
< 2:50 PM	4:00 PM	6:00 PM	6:30 PM >	MU 229 Santa Cruz	(V9743) - Pathways for the Future Fall Welcome	Career and Professional Development Services (CPDS) - Tempe Christopher Watts, 8064705046	IV	Confirmed - Reservation Booked
Customer Access Time: 3:20 PM								
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Theater Style for 20			
MU Equipment				1	HD Display Santa Cruz			
< 4:10 PM	5:00 PM	7:00 PM	7:30 PM >	MU 227 Pinal	(W1117) - Ratio Christi - Thursday Forum	Ratio Christi ASU Tempe Rianna Ramsey, 928-288- 5798	AV	Confirmed - Reservation Booked
Customer Access Time: 4:40 PM								
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Individual Rectangle Tables for 15			

Memorial Union

5:00 PM	5:30 PM	Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
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< 5:30 PM	6:30 PM	7:30 PM	8:00 PM >	MU 240 Navajo	(C6764) - Welcome Event	Blockchain at ASU Revanth Gundala	EA	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			U-Shape for 30
MU Equipment		1	HD Display Navajo
		1	Table Small Square Card Table
			Navajo Storage

Thursday, Aug 31, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 6:30 PM	7:00 PM	9:00 PM	9:30 PM >	MU 242 La Paz	(D9539) - Welcome to Psychedelia	Psychedelics Club at ASU Jackson Parrish, 6123808181	EA	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Rounds for 25
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use. To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).
MU Equipment		1	Data Projector Lapaz East
		1	Microphone/Lapaz HH Wireless
		1	Podium Lapaz
Reminders		1	Special Event Registry This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date. You will be contacted by the appropriate ASU entity if additional documentation is needed. https://eventreg.asu.edu
		1	Special Event Registry This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date. You will be contacted by the appropriate ASU entity if additional documentation is needed. https://eventreg.asu.edu
Setup Notes		1	Setup Notes <i>Banquet for 50 attendees. 5 rounds with 10 chairs at each.</i>

< 6:45 PM	7:30 PM	10:00 PM	10:30 PM >	MU 229 Santa Cruz	(C6181) - The Well at ASU - Weekly Relationship Class	THE WELL Keegan Collier, 623-565-2687	EA	Confirmed - Reservation Booked
Customer Access Time: 7:15 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
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Thursday, Aug 31, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Room Setup					Theater Style for 25			
ASU Catering - Food and Beverage Anticipated					1	Food and Beverage Anticipated - Memorial Union		
					The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.			
					To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			
					1	Food and Beverage Anticipated - Student Pavilion		
					The Student Pavilion utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use. Additionally, all food service within the Student Pavilion must be certified Zero Waste. Our ASU catering team will assist you in menu and service options that make this possible!			
					To discuss your food and beverage needs, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			
MU Equipment					1	HD Display Santa Cruz		
9:00 PM		11:00 PM		MU 241BC Ventana BC	(A8479) - Founders Lab Team Creation Networking	W.P. CAREY CENTER FOR ENTREPRENEURSHIP Jared Byrne, 480.727.9399	AV	MU/STPV Staff Set-up/Teardown
Service Provider			Time		Quantity	Resource		
Room Setup					Individual Rectangle Tables for 126			

Friday, Sep 1, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 11:30 PM	12:00 AM	11:00 PM	11:30 PM >	MU 206 Copper	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	MU/STPV Staff Set-up/Teardown

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 16

Setup Notes

1

MU Operations:

Room will be used as a mail room please do not unlock unless opening for mail delivery.

< 5:00 AM	6:00 AM	11:45 PM >	12:45 AM >	MU L1-33 Hohokam	(U8808) - Aramark Marketing Temporary Office	ARAMARK Nicole Jackson,Nikki Rodriguez	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 16

MU Equipment

1

Dry Erase Board Hohokam w/markers

South wall of room is a white board

1

HD Display Hohokam

1

Phone Conference Polycom Hohokam

Setup Notes

1

Internal Notes

This is a private event. Aramark has their temporary office setup in this room.

< 7:30 AM	9:00 AM	11:00 AM	12:00 PM >	MU 241BC Ventana BC	(A8479) - Founders Lab Team Creation Networking	W.P. CAREY CENTER FOR ENTREPRENEURSHIP Jared Byrne, 480.727.9399	AV	Confirmed - Reservation Booked
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Customer Access Time: 8:30 AM

Service ProviderTimeQuantityResource**Room Setup**

Individual Rectangle Tables for 126

ASU Catering - Food and Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment

126

Chairs Arizona & Ventana

Friday, Sep 1, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	Data Projector Ventana B		
					1	Data Projector Ventana C		
					1	Microphone/Ventana B HH Wireless		
					1	Podium Ventana B w/mic		
					21	Table 6' Rectangle Ballroom		
					1	Special Event Registry		
						This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.		
						You will be contacted by the appropriate ASU entity if additional documentation is needed.		
						https://eventreg.asu.edu		
					1	Internal Notes		
						21 rectangle tables with 6 seats each		
						Anticipated Schedule: Client Arrival: 8:30am Event Start: 9:00am Event End: 11:00am		

< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
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< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
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<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>
Room Setup					Other for 1
					Notes
					Please make sure room is clean for client use.

< 11:45 AM	12:00 PM	12:30 PM	12:45 PM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
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Friday, Sep 1, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 1

< 2:00 PM	3:00 PM	4:30 PM	5:30 PM >	MU 228 Cochise	(F4033) - Fall Welcome Event	International Faculty and Scholars Jessica Anderson, (480)-727- 7125	KC	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Rounds for 60

ASU Catering - Space Logistics		1	Catering Placement Notes
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MU Equipment		1	12 FT CREDNEZA
		1	Data Projector Cochise
		1	Microphone/Cochise HH Wireless
		1	Podium Cochise w/mic
		6	Table 6' Round Ballroom
Reminders		1	Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 3:15 PM	4:00 PM	5:30 PM	6:00 PM >	MU 246 Coconino	(E2375) - Video Game Completionist Club Weekly Meeting	Video Game Completionist Club Andrew Cuppy, 602-370-6119	EA	Confirmed - Reservation Booked
Customer Access Time: 3:45 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			U-Shape for 40
MU Equipment		1	Data Projector Coconino
		1	Podium Coconino



Friday, Sep 1, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 4:00 PM	5:00 PM	9:00 PM	10:00 PM >	MU 202 Alumni Lounge	(B5415) - AKPsi Case Competition	ALPHA KAPPA PSI Vikram Sahgal, 360-852-2204	EA	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Rounds for 100
ASU Catering - Space Logistics		1	Catering Placement Notes
			catering to use 4 tables south wall and 1 south west wall
		5	Table 6' Rectangle Catering - Memorial Union
MU Equipment		100	Chairs Alumni Lounge
		1	Data Projector Alumni Lounge
		2	Microphone/Alumni HH Wireless
		1	Podium Alumni w/mic
			VGA and HDMI connection
		10	Table 6' Round Alumni
Reminders		1	Special Event Registry
			This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.
			You will be contacted by the appropriate ASU entity if additional documentation is needed.
			https://eventreg.asu.edu

< 5:45 PM	7:30 PM	9:45 PM	10:30 PM >	MU 207 Gold Room	(D0935) - Diamond Brigade	Diamond Brigade Campus Ministry Gabrielle Jones, 602-471-1257	EA	Confirmed - Reservation Booked
Customer Access Time: 6:30 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Theater Style for 30
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union
			The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.
			To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-

Friday, Sep 1, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					965-6508) or email (asucatering@gmail.com).			
					MU Equipment			
				1	Data Projector Gold			
				2	Microphone/Gold HH Wireless			
				1	Podium Gold			
				1	Reminders			
				1	Special Event Registry			
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			

Saturday, Sep 2, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 11:30 PM	12:00 AM	11:00 PM	11:30 PM >	MU 206 Copper	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	MU/STPV Staff Set-up/Teardown

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 16

Setup Notes

1

MU Operations:

Room will be used as a mail room please do not unlock unless opening for mail delivery.

< 5:00 AM	6:00 AM	11:45 PM >	12:45 AM >	MU L1-33 Hohokam	(U8808) - Aramark Marketing Temporary Office	ARAMARK Nicole Jackson,Nikki Rodriguez	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 16

MU Equipment

1

Dry Erase Board Hohokam w/markers

South wall of room is a white board

1

HD Display Hohokam

1

Phone Conference Polycom Hohokam

Setup Notes

1

Internal Notes

This is a private event. Aramark has their temporary office setup in this room.

< 8:30 AM	9:00 AM	10:00 PM	10:30 PM >	MU 224 Gila	(N2036) - Valley of the Sun Gamer's Group	AEROSPACE ENGINEERING Richard Sauer,Jim Gutt	AV	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Individual Rectangle Tables for 30

MU Equipment

1

HD Display Gila

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

Saturday, Sep 2, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Setup Notes					1	Internal Notes		
						5 rectangle tables of 6 seats each		

Sunday, Sep 3, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	12:00 AM	11:00 PM		MU 206 Copper	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	MU/STPV Staff Set-up/Teardown

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 16

MU Equipment

1

Dry Erase Board Portable Large w/markers

6' X 4'

Setup Notes

1

MU Operations:

Room will be used as a mail room please do not unlock unless opening for mail delivery.

< 5:00 AM	6:00 AM	11:45 PM >	12:45 AM >	MU L1-33 Hohokam	(U8808) - Aramark Marketing Temporary Office	ARAMARK Nicole Jackson,Nikki Rodriguez	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 16

MU Equipment

1

Dry Erase Board Hohokam w/markers

South wall of room is a white board

1

HD Display Hohokam

1

Phone Conference Polycom Hohokam

Setup Notes

1

Internal Notes

This is a private event. Aramark has their temporary office setup in this room.

< 9:00 AM	1:00 PM	6:00 PM	9:00 PM >	MU 221 Arizona	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	MU/STPV Staff Set-up/Teardown
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Service ProviderTimeQuantityResource**Room Setup**

Rounds for 320

MU Equipment

340

Chairs Arizona & Ventana

1

Data Projectors Arizona

3

Microphone/Arizona HH Wireless

1

Podium Arizona w/mic

VGA and HDMI connection

Sunday, Sep 3, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Setup Notes				40	Table 6' Round Ballroom			
				6	Table 6' Rectangle Ballroom			
				3	Drape 19' Maroon			
				1	Monitor 55' Mobile			
					Place outside of Arizona next to registration			
				5	Easel Plastic			
				1	MU Operations:			
					Additional Notes: Please set room for client today as they will be coming in Monday for setup from 1pm-6pm.			
				1	MU Operations:			
					Anticipated Schedule: Please set room today in order to have client come in for setup on Labor Day			
					Diagram Completed: https://diagram.socialtables.com/diagram/36381e87-01b0-4d68-82a7-e8554c90e281			
					Additional Notes: 40 rounds of 8 chairs each -4 draped tables with 2 chairs each for registration -2 draped rectangles along the back wall facing the stage for AV -Place 3 easels and 5 8.5x11 sign stanchions in room for client to use as needed -Client would like us setup mobile tv monitor to right of the registration tables to stream conference from -Client may request gopher tape -Client may request extension cord and power outlets -Client requested to borrow a laptop			

< 10:00 AM	1:00 PM	6:00 PM	9:00 PM >	MU 202 Alumni Lounge (W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	MU/STPV Staff Set-up/Teardown
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Service Provider	Time	Quantity	Resource
Room Setup			Tabling for 12
MU Equipment		28	Chairs Alumni Lounge
		1	Data Projector Alumni Lounge
		1	Microphone/Alumni HH Wireless
		1	Podium Alumni w/mic



Sunday, Sep 3, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Setup Notes					VGA and HDMI connection			
			14		Table 6' Rectangle Alumni			
					Client advised they may request assistance moving rectangles			
			1		Drape 19' Maroon			
			1		MU Operations:			
					Anticipated Schedule: Please have room set today for client to come in and setup on Labor day.			
					Diagram Completed: https://diagram.socialtables.com/diagram/84b98ade-aa98-4791-b6d0-14cc79eff74e			
				Additional Notes: 12 rectangles in the room with 2 chairs each setup based on diagram -2 draped check in tables with 2 chairs each outside of the room for check-in -Client may request assistance moving furniture				

< 11:00 AM	1:00 PM	6:00 PM	8:00 PM >	MU 228 Cochise	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	MU/STPV Staff Set-up/Teardown
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Service Provider	Time	Quantity	Resource
Room Setup			Individual Rectangle Tables for 48
MU Equipment		1	Data Projector Cochise
		1	Microphone/Cochise HH Wireless
		1	Podium Cochise w/mic
Setup Notes		1	MU Operations:
Anticipated Schedule: Please setup for client today as client will come in tomorrow during labor day for setup			
Diagram Completed: https://diagram.socialtables.com/diagram/645773af-a1e9-4817-a651-86b7c4f29ec4			
Additional Notes: 4 rows of 5 rectangles each with 12 seats per row for a total of 48 seats			
-place an additional row of 17 chairs along the back wall facing the projector			



Sunday, Sep 3, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 12:00 PM	1:00 PM	6:00 PM	7:00 PM >	MU 210 Plata	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	MU/STPV Staff Set-up/Teardown

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 12
Setup Notes		1	MU Operations: Additional Notes: Please set room for client today as they will be coming in Monday for setup from 1pm-6pm.

< 12:30 PM	1:00 PM	6:00 PM	6:30 PM >	MU 242 La Paz	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	MU/STPV Staff Set-up/Teardown
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 60
MU Equipment		1	Data Projector Lapaz East
		1	Microphone/Lapaz HH Wireless
		1	Podium Lapaz
Setup Notes		1	MU Operations: Anticipated Schedule: Please set room today as client will be in on Labor day for setup Diagram Completed: https://diagram.socialtables.com/diagram/9e8781bd-cf11-4562-9bc8-ae807ca5d77b Additional Notes: 10 rectangles of 3 chairs each in 2 rows and 30 chairs in theater 10 per row in the back of the room for overflow -please add an additional 7 chairs off to the side near windows

< 2:00 PM	3:00 PM	6:00 PM	6:45 PM >	MU 207 Gold Room	(L8659) - AEPhi Meetings	ALPHA EPSILON PHI Sivan Plotkin, (516)384-9332	LL	Confirmed - Reservation Booked
Customer Access Time: 2:45 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			U-Shape for 40
MU Equipment		1	Gold Room A/V



Memorial Union



Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked

<u>Service Provider</u>			<u>Time</u>	<u>Quantity</u>	<u>Resource</u>			
Room Setup					Other for 1			
					Notes			
					<i>Please make sure room is clean for client use.</i>			
< 10:45 AM	11:00 AM	12:00 PM		MU 302B Maroon and Gold (north)	(X0855) - Monthly Aramark Meeting	Student Connection & Community Courtney Smith	SS	Confirmed - Reservation Booked
Customer Access Time: 10:45 AM								

<u>Service Provider</u>				<u>Time</u>	<u>Quantity</u>	<u>Resource</u>			
Room Setup						Boardroom Style for 5			
< 11:45 AM	12:00 PM	12:30 PM	12:45 PM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked	
< 12:30 PM	1:00 PM	6:00 PM	11:00 PM >	MU 202 Alumni Lounge	(W4663) - GR Con 2023 Client Setup	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked	

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Tabling for 12
MU Equipment		28	Chairs Alumni Lounge
		1	Data Projector Alumni Lounge
		1	Microphone/Alumni HH Wireless
		1	Podium Alumni w/mic
			VGA and HDMI connection
		14	Table 6' Rectangle Alumni
			Client advised they may request assistance moving rectangles

Monday, Sep 4, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Setup Notes					1	Drape 19' Maroon		
					1	Internal Notes		
						Charges apply as setting up for longer than 2 hours		
					1	MU Operations: Anticipated Schedule: Please ensure room is set as client will be setting room up from 1pm-6pm Diagram Completed: https://diagram.socialtables.com/diagram/84b98ade-aa98-4791-b6d0-14cc79eff74e Additional Notes: 12 rectangles in the room with 2 chairs each setup based on diagram -2 draped check in tables with 2 chairs each outside of the room for check-in -Client may request assistance moving furniture		

< 12:30 PM	1:00 PM	6:00 PM	11:00 PM >	MU 206 Copper	(W4663) - GR Con 2023 Client Setup	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource

Room Setup Boardroom Style for 16

Setup Notes 1 Internal Notes

Charges apply as setting up for longer than 2 hours
- Client will come in for setup at 10am-6pm

< 12:30 PM	1:00 PM	6:00 PM	11:00 PM >	MU 210 Plata	(W4663) - GR Con 2023 Client Setup	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource

Room Setup Boardroom Style for 12

Setup Notes 1 Internal Notes

Charges apply as setting up for longer than 2 hours

< 12:30 PM	1:00 PM	6:00 PM	11:00 PM >	MU 221 Arizona	(W4663) - GR Con 2023 Client Setup	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource

Monday, Sep 4, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Room Setup						Rounds for 320		
	MU Equipment				340	Chairs Arizona & Ventana		
					1	Data Projectors Arizona		
					1	Dry Erase Board Portable Large w/markers		
						6' X 4'		
					3	Microphone/Arizona HH Wireless		
					1	Podium Arizona w/mic		
						VGA and HDMI connection		
					40	Table 6' Round Ballroom		
					6	Table 6' Rectangle Ballroom		
					3	Drape 19' Maroon		
					1	Monitor 55' Mobile		
						Place outside of Arizona next to registration		
					5	Easel Plastic		
		Setup Notes				1	Internal Notes	
					Charges apply as setting up for longer than 2 hours			
				1	MU Operations:			
					Anticipated Schedule: Client will be coming in for setup from 1pm-6pm please ensure space was setup with all necessary equipment the night before			
					Diagram Completed: https://diagram.socialtables.com/diagram/36381e87-01b0-4d68-82a7-e8554c90e281			
					Additional Notes: 40 rounds of 8 chairs each			
					-4 draped tables with 2 chairs each for registration			
					-2 draped rectangles along the back wall facing the stage for AV			
					-Place 3 easels and 5 8.5x11 sign stanchions in room for client to use as needed			
					-Client would like us setup mobile tv monitor to right of the registration tables to stream conference from			
					-Client may request gopher tape			
					-Client may request extension cord and power outlets			
					-Client requested to borrow a laptop			

Monday, Sep 4, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 12:30 PM	1:00 PM	6:00 PM	11:00 PM >	MU 228 Cochise	(W4663) - GR Con 2023 Client Setup	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Individual Rectangle Tables for 48
MU Equipment		1	Data Projector Cochise
		1	Microphone/Cochise HH Wireless
		1	Podium Cochise w/mic
Setup Notes		1	Internal Notes
			Charges apply as setting up for longer than 2 hours
		1	MU Operations: Anticipated Schedule: Client will be setting up from 1pm-6pm
			Diagram Completed: https://diagram.socialtables.com/diagram/645773af-a1e9-4817-a651-86b7c4f29ec4
			Additional Notes: 4 rows of 5 rectangles each with 12 seats per row for a total of 48 seats -place an additional row of 17 chairs along the back wall facing the projector

< 12:30 PM	1:00 PM	6:00 PM	11:00 PM >	MU 242 La Paz	(W4663) - GR Con 2023 Client Set-up	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 60
MU Equipment		1	Data Projector Lapaz East
		1	Microphone/Lapaz HH Wireless
		1	Podium Lapaz
Setup Notes		1	MU Operations: Anticipated Schedule: Client will be coming in from 1pm-6pm for setup
			Diagram Completed: https://diagram.socialtables.com/diagram/9e8781bd-cf11-4562-9bc8-ae807ca5d77b

Monday, Sep 4, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
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Additional Notes: 10 rectangles of 3 chairs each in 2 rows and 30 chairs in theater 10 per row in the back of the room for overflow
-Please add an additional 7 chairs to the side near windows

1 Internal Notes

Charges apply as setting up for longer than 2 hours

< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 1

Tuesday, Sep 5, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 3:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 202 Alumni Lounge	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Tabling for 12
MU Equipment		28	Chairs Alumni Lounge
		1	Data Projector Alumni Lounge
		1	Microphone/Alumni HH Wireless
		1	Podium Alumni w/mic
			VGA and HDMI connection
		14	Table 6' Rectangle Alumni
			Client advised they may request assistance moving rectangles
		1	Drape 19' Maroon
Setup Notes		1	MU Operations: Anticipated Schedule: Client needs access at 6;45am-7am for setup, event to take place from 7am-5:30pm, and cleanup from 5:30pm-6pm Diagram Completed: https://diagram.socialtables.com/diagram/84b98ade-aa98-4791-b6d0-14cc79eff74e Additional Notes: 12 rectangles in the room with 2 chairs each setup based on diagram -2 draped check in tables with 2 chairs each outside of the room for check-in -Client may request assistance moving furniture

< 3:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 221 Arizona	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Rounds for 320
MU Equipment		340	Chairs Arizona & Ventana
		1	Data Projectors Arizona
		3	Microphone/Arizona HH Wireless

Tuesday, Sep 5, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1 Podium Arizona w/mic			
					VGA and HDMI connection			
				40	Table 6' Round Ballroom			
				6	Table 6' Rectangle Ballroom			
				3	Drape 19' Maroon			
				1	Monitor 55' Mobile			
					Place outside of Arizona next to registration			
				5	Easel Plastic			
				1	CATERING MAY BE REQUIRED - MU			
					For food and Beverage quotes please contact ASU Catering at 480-965-6508 OR asucatering@gmail.com.			
				1	MU Operations:			
					Anticipated Schedule: Client needs access at 6:45 am for setup until 7am, event from 7am-5:30pm, and cleanup from 5:30pm-6pm			
					Anticipated Schedule: Client will be coming in for setup from 1pm-6pm please ensure space was setup with all necessary equipment the night before			
					Diagram Completed: https://diagram.socialtables.com/diagram/36381e87-01b0-4d68-82a7-e8554c90e281			
					Additional Notes: 40 rounds of 8 chairs each			
					-4 draped tables with 2 chairs each for registration			
					-2 draped rectangles along the back wall facing the stage for AV			
					-Place 3 easels and 5 8.5x11 sign stanchions in room for client to use as needed			
					-Client would like us setup mobile tv monitor to right of the registration tables to stream conference from			
					-Client may request gopher tape			
					-Client may request extension cord and power outlets			
					-Client requested to borrow a laptop			

< 4:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 228 Cochise	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM						Loni Roe, (602)543-1655		

Service Provider	Time	Quantity	Resource
Room Setup			Individual Rectangle Tables for 48
MU Equipment		1	Data Projector Cochise

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Setup Notes					1	Microphone/Cochise HH Wireless		
					1	Podium Cochise w/mic		
					1	MU Operations:		
						Anticipated Schedule: Client needs access starting at 6:45am to 7am for setup, event to take place from 7am-5:30pm and cleanup from 5:30pm- 6pm		
						Diagram Completed: https://diagram.socialtables.com/diagram/645773af-a1e9-4817-a651-86b7c4f29ec4		
						Additional Notes: 4 rows of 5 rectangles each with 12 seats per row for a total of 48 seats -place an additional row of 17 chairs along the back wall facing the projector		

< 5:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 206 Copper	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

Service Provider	Time	Quantity	Resource
Room Setup			Boardroom Style for 16
MU Equipment		1	HD Display Copper

< 5:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 210 Plata	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

Service Provider	Time	Quantity	Resource
Room Setup			Boardroom Style for 12
MU Equipment		1	HD Display Plata

< 6:30 AM	7:00 AM	6:00 PM	11:00 PM >	MU 242 La Paz	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
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Service Provider	Time	Quantity	Resource
Room Setup			Other for 60
MU Equipment		1	Data Projector Lapaz East
		1	Microphone/Lapaz HH Wireless



Tuesday, Sep 5, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	Podium Lapaz		
					1	MU Operations:		
						Anticipated Schedule: Client coming in at 6:45am for setup until 7am, event to take place from 7am -5:30pm, and cleanup from 5:30pm-6pm. Please lock doors after client leaves.		
						Diagram Completed: https://diagram.socialtables.com/diagram/9e8781bd-cf11-4562-9bc8-ae807ca5d77b		
						Additional Notes: 10 rectangles of 3 chairs each in 2 rows and 30 chairs in theater 10 per row in the back of the room for overflow -Please add an additional 7 chairs to the side near windows		

< 7:00 AM	9:00 AM	11:30 AM	12:30 PM >	MU 241C Ventana C	(U4901) - ET Upskilling Luncheon	ASU Enterprise Technology Claud Archie, 480 213-3620	IV	Confirmed - Reservation Booked
Customer Access Time: 8:00 AM								

Service Provider	Time	Quantity	Resource
Room Setup			Rounds for 80
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union
			The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.
			To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).
MU Equipment		1	Data Projector Ventana C
		1	Microphone/Ventana C HH Wireless
		1	Podium Ventana C w/mic
		8	Table 6' Round Ballroom
		80	Chairs Arizona & Ventana
Reminders		1	High Profile Event - Memorial Union
			Client, organization, or anticipated events are considered high-profile.
		1	Special Event Registry
			This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.



Tuesday, Sep 5, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			
					MU Operations:			
					Anticipated Schedule: Setup from 8am-9am, event to take place from 9am-10:30am, and cleanup from 10:30am-11:30am			
					Diagram Completed: https://diagram.socialtables.com/diagram/c3ad9802-aad5-4379-b3c3-80e2f76f3905			
					Additional Notes: 8 rounds of 10 chairs			

< 7:15 AM	7:30 AM	10:00 AM	10:15 AM >	MU 241B Ventana B	(T8820) - Sports Business Advisory Board Meeting	W.P. Carey Department of Marketing Elana Kutz, 5-1253	DG	Confirmed - Reservation Booked
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Service Provider	Time	Quantity	Resource
Room Setup			U-Shape for 42
ASU Catering - Space Logistics	7:15 AM - 9:00 AM	1	Catering Placement Notes
			3 of 6' Tables - Food: Single sided against the wall
			1 of 6' Tables - Beverage:

MU Equipment	1	Data Projector Coconino
	1	Podium Coconino
	1	Video Conference Camera Tripod
		Includes built-in mic. Connects via included USB Extender.

Reminders	1	Special Event Registry
		This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.
		You will be contacted by the appropriate ASU entity if additional documentation is needed.



Tuesday, Sep 5, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					https://eventreg.asu.edu			
< 8:00 AM	8:30 AM	10:00 AM	10:30 AM >	MU 207 Gold Room	(E3764) - Sports Business Scholars Meeting	Sports Business Scholars Alexander Taylor, 214-908-3304	AV	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Individual Rectangle Tables for 60
MU Equipment		1	Data Projector Gold
		1	Microphone/Gold HH Wireless
		1	Podium Gold
		15	Table 4' x 3' Gold
Reminders		1	Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

9:00 AM	11:00 AM		MU 302B Maroon and Gold (north)	(T1292) - Interviews-ACCESS	OUTREACH/ACCESS ASU DENICE DIAB , 602-496-9410	IV	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 10

< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 1
			Notes
			Please make sure room is clean for client use.



Tuesday, Sep 5, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	11:00 AM	11:30 AM		Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
<u>Service Provider</u>			<u>Time</u>		<u>Quantity</u>	<u>Resource</u>		
Room Setup					1	Other for 1		
Setup Notes					1	Internal Notes		
					Please make sure space is cleaned before each use			
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
<u>Service Provider</u>			<u>Time</u>		<u>Quantity</u>	<u>Resource</u>		
Room Setup						Other for 1		
	2:00 PM	2:30 PM		Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
<u>Service Provider</u>			<u>Time</u>		<u>Quantity</u>	<u>Resource</u>		
Room Setup						Other for 1		
Setup Notes					1	Internal Notes		
					Please make sure space is cleaned before each use			
	2:00 PM	3:00 PM		MU 302B Maroon and Gold (north)	(K5423) - Aramark and Union/Pavilion Catering Meetings	MU/STPV ADMINISTRATION Yakima Melton	YM	Confirmed - Reservation Booked
<u>Service Provider</u>			<u>Time</u>		<u>Quantity</u>	<u>Resource</u>		
Room Setup						Boardroom Style for 4		
< 4:00 PM	5:00 PM	8:00 PM	9:00 PM >	MU 230 Pima	(G3392) - General Body Meeting	INSTITUTE OF INDUSTRIAL AND SYSTEMS ENGINEERS Dev Jain	DG	Confirmed - Reservation Booked
<u>Service Provider</u>			<u>Time</u>		<u>Quantity</u>	<u>Resource</u>		
Room Setup						Theater Style for 75		

Tuesday, Sep 5, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					ASU Catering - Food and Beverage Anticipated	1		Food and Beverage Anticipated - Memorial Union
						The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.		
						To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).		
					MU Equipment	1		Data Projector Pima
						2		Microphone/Pima HH Wireless
						1		Podium Pima w/ mic
						1		Dry Erase Board Portable Large w/markers 6' X 4'
						1		Easel Plastic
					Reminders	1		Special Event Registry
						This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.		
						You will be contacted by the appropriate ASU entity if additional documentation is needed.		
						https://eventreg.asu.edu		

5:00 PM	5:30 PM	Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 1
Setup Notes		1	Internal Notes
			Please make sure space is cleaned before each use

< 5:00 PM	6:00 PM	8:30 PM	9:30 PM >	MU 085 Union Stage	(M1916) - USG Senate Meeting	ASASU (Associated Students of ASU) Lance Harrop, Jennifer O'Brien, (480)727-1368	SS	Confirmed - Reservation Booked
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Union Stage Room Diagram

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
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Tuesday, Sep 5, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Room Setup					Individual Rectangle Tables for 45			
< 5:30 PM	6:00 PM	7:00 PM	7:30 PM >	MU 208 Chrysocolla	(B7559) - Devils in the Bedroom Meeting	DEVILS IN THE BEDROOM Emma Ison, 4806864093	EA	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 10

MU Equipment

1

HD Display Chrysocolla

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 5:30 PM	6:00 PM	10:00 PM		MU 238 Apache	(A4501) - Alpha Phi Gamma Chapter Meeting	ALPHA PHI GAMMA Martina Montero	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 20

MU Equipment

1

HD Display Apache

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 5:45 PM	6:00 PM	10:00 PM	10:15 PM >	MU 248 Rincon	(D2911) - Hindu YUVA - Core Force Meeting	HINDU YUVA Nandini Bhatt, 602-831-4615	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 20

MU Equipment

1

Data Projector Rincon

Tuesday, Sep 5, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 6:30 PM	7:00 PM	10:30 PM	11:00 PM >	MU 229 Santa Cruz	(L4911) - Campus Ambassadors - Tuesday Night Bible Study	Campus Ambassadors Everett Moore	EA	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
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Room Setup			U-Shape for 25
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MU Equipment		1	HD Display Santa Cruz
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Reminders		1	Special Event Registry
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This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 6:40 PM	7:30 PM	8:30 PM	9:15 PM >	MU 207 Gold Room	(J2160) - Weekly Organization Meeting	ARIZONA OUTDOORS CLUB Nichith Ratheesh, 3322076249	EA	Confirmed - Reservation Booked
Customer Access Time: 7:25 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
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Room Setup			Individual Rectangle Tables for 70
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MU Equipment		1	Data Projector Gold
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		2	Microphone/Gold HH Wireless
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		1	Podium Gold
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Reminders		1	Special Event Registry
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This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

Wednesday, Sep 6, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 3:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 202 Alumni Lounge	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Tabling for 12
MU Equipment		28	Chairs Alumni Lounge
		1	Data Projector Alumni Lounge
		1	Microphone/Alumni HH Wireless
		1	Podium Alumni w/mic
			VGA and HDMI connection
		14	Table 6' Rectangle Alumni
			Client advised they may request assistance moving rectangles
		1	Drape 19' Maroon
Setup Notes		1	MU Operations: Anticipated Schedule: Client needs access at 6:45am-7am for setup, event to take place from 7am-5:30pm, and cleanup from 5:30pm-6pm Diagram Completed: https://diagram.socialtables.com/diagram/84b98ade-aa98-4791-b6d0-14cc79eff74e Additional Notes: 12 rectangles in the room with 2 chairs each setup based on diagram -2 draped check in tables with 2 chairs each outside of the room for check-in -Client may request assistance moving furniture

< 4:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 221 Arizona	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Rounds for 320
MU Equipment		340	Chairs Arizona & Ventana
		1	Data Projectors Arizona
		3	Microphone/Arizona HH Wireless

Wednesday, Sep 6, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1 Podium Arizona w/mic			
					VGA and HDMI connection			
				40	Table 6' Round Ballroom			
				6	Table 6' Rectangle Ballroom			
				3	Drape 19' Maroon			
				1	Monitor 55' Mobile			
					Place outside of Arizona next to registration			
				5	Easel Plastic			
				1	MU Operations:			
					Anticipated Schedule: Client needs access at 6:45 am for setup until 7am, event from 7am-5:30pm, and cleanup from 5:30pm-6pm			
					Anticipated Schedule: Client will be coming in for setup from 1pm-6pm please ensure space was setup with all necessary equipment the night before			
					Diagram Completed: https://diagram.socialtables.com/diagram/36381e87-01b0-4d68-82a7-e8554c90e281			
					Additional Notes: 40 rounds of 8 chairs each			
					-4 draped tables with 2 chairs each for registration			
					-2 draped rectangles along the back wall facing the stage for AV			
					-Place 3 easels and 5 8.5x11 sign stanchions in room for client to use as needed			
					-Client would like us setup mobile tv monitor to right of the registration tables to stream conference from			
					-Client may request gopher tape			
					-Client may request extension cord and power outlets			
					-Client requested to borrow a laptop			

< 4:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 228 Cochise	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

Service Provider	Time	Quantity	Resource
Room Setup			Individual Rectangle Tables for 48
MU Equipment		1	Data Projector Cochise
		1	Microphone/Cochise HH Wireless
		1	Podium Cochise w/mic



Wednesday, Sep 6, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Setup Notes					1	MU Operations: Anticipated Schedule: Client needs access starting at 6:45am to 7am for setup, event to take place from 7am-5:30pm and cleanup from 5:30pm- 6pm Diagram Completed: https://diagram.socialtables.com/diagram/645773af-a1e9-4817-a651-86b7c4f29ec4 Additional Notes: 4 rows of 5 rectangles each with 12 seats per row for a total of 48 seats -place an additional row of 17 chairs along the back wall facing the projector		
< 5:45 AM	7:00 AM	11:00 PM		MU 206 Copper	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								
<u>Service Provider</u>					<u>Time</u>	<u>Quantity</u>	<u>Resource</u>	
Room Setup							Boardroom Style for 16	
MU Equipment					1		HD Display Copper	
< 5:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 210 Plata	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								
<u>Service Provider</u>					<u>Time</u>	<u>Quantity</u>	<u>Resource</u>	
Room Setup							Boardroom Style for 12	
MU Equipment					1		HD Display Plata	
< 6:30 AM	7:00 AM	11:00 PM	11:30 PM >	MU 242 La Paz	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
<u>Service Provider</u>					<u>Time</u>	<u>Quantity</u>	<u>Resource</u>	
Room Setup							Other for 60	
MU Equipment					1		Data Projector Lapaz East	
					1		Microphone/Lapaz HH Wireless	
					1		Podium Lapaz	
Setup Notes					1		MU Operations:	

Wednesday, Sep 6, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Anticipated Schedule: Client coming in at 6:45am for setup until 7am, event to take place from 7am -10:30pm, and cleanup from 10:30pm-11pm. Please lock doors after client leaves.								
Diagram Completed: https://diagram.socialtables.com/diagram/9e8781bd-cf11-4562-9bc8-ae807ca5d77b								
Additional Notes: 10 rectangles of 3 chairs each in 2 rows and 30 chairs in theater 10 per row in the back of the room for overflow -Please add an additional 7 chairs to the side near windows								

< 7:30 AM	8:00 AM	5:00 PM	5:30 PM >	MU 208 Chrysocolla	(D1347) - TIAA on-campus financial consultations	HUMAN RESOURCES SHANNA LEWIS, 480-965-4813	IV	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 12
MU Equipment		1	HD Display Chrysocolla

< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
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< 7:45 AM	8:30 AM	10:30 AM	11:00 AM >	MU 223 Yavapai	(B4950) - SCC Meeting	Student Connection & Community Kellie Cloud, 480-965-4304	AV	Confirmed - Reservation Booked
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Customer Access Time: 8:15 AM

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 8
MU Equipment		1	HD Display Yavapai
Reminders		1	Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>



Wednesday, Sep 6, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
You will be contacted by the appropriate ASU entity if additional documentation is needed.								
https://eventreg.asu.edu								
Setup Notes				1	Internal Notes			
18 rectangle tables with 6 seats each								
< 10:15 AM	11:00 AM	1:45 PM	2:15 PM >	MU 224 Gila	(M1287) - September STS Gathering	TRANSBORDER STUDIES, SCHOOL OF Dustin Davila-Bojorquez, 602-496-3339	AV	Confirmed - Reservation Booked
Customer Access Time: 10:45 AM								

Wednesday, Sep 6, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked

Service Provider Time Quantity Resource
Room Setup Other for 1

< 2:00 PM	3:00 PM	8:00 PM	9:00 PM >	MU 230 Pima	(Y2478) - LANL Information Session	ENGINEERING CAREER CENTER David Stuempfle, 5-8718	IV	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource
Room Setup Theater Style for 75

MU Equipment 1 Data Projector Pima
 2 Microphone/Pima HH Wireless
 1 Podium Pima w/ mic
Reminders 1 Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 3:30 PM	4:30 PM	5:30 PM	6:30 PM >	MU 241C Ventana C	(N3851) - American Marketing Association Weekly Meetings	AMERICAN MARKETING ASSOCIATION Kevin Clark, 480-236-7147	EA	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource
Room Setup Individual Rectangle Tables for 60

ASU Catering - Food and Beverage Anticipated 1 Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment 60 Chairs Arizona & Ventana

Wednesday, Sep 6, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	Data Projector Ventana C		
					1	Microphone/Ventana C HH Wireless		
					1	Podium Ventana C w/mic		
					1	Special Event Registry		
					<p>This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.</p> <p>You will be contacted by the appropriate ASU entity if additional documentation is needed.</p> <p>https://eventreg.asu.edu</p>			

< 4:00 PM	5:00 PM	6:15 PM	6:45 PM >	MU 225 Yuma	(A8165) - Women in Biochemistry Club Meetings	Women in Biochemistry Hailey Simmonds, 480-772-7151	EA	Confirmed - Reservation Booked
Customer Access Time: 4:30 PM								

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 30

ASU Catering - Food and Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment

1

HD Display Yuma

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 4:00 PM	5:00 PM	7:00 PM	8:00 PM >	MU 241B Ventana B	(V8931) - AdWorks Weekly Meeting	AdWorks Kevin Clark, 480-236-7147	EA	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Classroom for 50

Wednesday, Sep 6, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
MU Equipment					51	Chairs Arizona & Ventana		
					1	Data Projector Ventana B		
					1	Microphone/Ventana B HH Wireless		
					1	Podium Ventana B w/mic		
Reminders					1	Special Event Registry		
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			
Setup Notes					1	Setup Notes		
					Classroom setup. 17 rectangle tables with 3 chairs at each table facing towards the podium. 51 total chairs.			

< 4:45 PM	6:00 PM	7:00 PM	8:00 PM >	MU L1-35 Maricopa	(D9443) - Life Meeting - Intention Setting Vision Boards	Living in Fulfilled Enlightenment at ASU Sophie Wallace, 480-207-9681	EA	Confirmed - Reservation Booked
Customer Access Time: 5:45 PM								

Service Provider	Time	Quantity	Resource
Room Setup			U-Shape for 15
MU Equipment		1	Dry Erase Board Maricopa w/markers
			South wall of room is a white board
		1	HD Display Maricopa
		1	Phone Conference Polycom Maricopa

< 5:00 PM	6:00 PM	8:30 PM	9:15 PM >	MU 207 Gold Room	(F5906) - Chess Club at ASU Club Meeting	CHESS CLUB @ ASU Ethan Tang, 4809099949	IV	Confirmed - Reservation Booked
Customer Access Time: 5:45 PM								

Service Provider	Time	Quantity	Resource
Room Setup			Individual Rectangle Tables for 40
Setup Notes		1	MU Operations:
			Additional Notes: 10 rectangles with 4 chairs each (2 on each side)



Wednesday, Sep 6, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 PM	6:00 PM	9:00 PM	10:00 PM >	MU L1-33 Hohokam	(E7850) - Executive Board Meeting	HISPANIC BUSINESS STUDENTS ASSOCIATION Anette Cardenas,Michelle Macias, 602-706-3447	AV	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 14

MU Equipment

1

Dry Erase Board Hohokam w/markers

South wall of room is a white board

1

HD Display Hohokam

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 5:15 PM	6:00 PM	7:00 PM	7:30 PM >	MU 223 Yavapai	(B7491) - Life Meeting-Intention Setting Vision Board	Living in Fulfilled Enlightenment at ASU Sophie Wallace, 480-207-9681	EA	Confirmed - Reservation Booked
Customer Access Time: 5:45 PM								

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 1

MU Equipment

1

HD Display Yavapai

< 5:20 PM	6:00 PM	8:15 PM	8:45 PM >	MU 226 Graham	(S7400) - General Body Meeting	ASSYRIAN STUDENT ASSOCIATION Justina Lazar, 4803755492	EA	Confirmed - Reservation Booked
Customer Access Time: 5:50 PM								

Service ProviderTimeQuantityResource**Room Setup**

Classroom for 18

ASU Catering - Food and Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

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To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-

Wednesday, Sep 6, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					965-6508) or email (asucatering@gmail.com).			
					MU Equipment	1	HD Display Graham	
					Reminders	1	Special Event Registry	
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			

< 5:30 PM	6:00 PM	7:30 PM	8:00 PM >	MU 208 Chrysocolla	(C1577) - AFSA Executive Board Meetings	AFRICAN STUDENT ASSOCIATION Haroni Sahilu, 605-940-8633	EA	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 15

MU Equipment

1

HD Display Chrysocolla

1

Phone Conference Cisco Chrysocolla

480*727-1224

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 6:00 PM	6:30 PM	9:30 PM	9:45 PM >	MU 248 Rincon	(F4350) - Kasem at ASU's Coordinator Board Bo-weekly Meeting	CAMP KESEM Shuanna Whisler, Carolyn Cavanaugh Toft, 6025778317	LL	Confirmed - Reservation Booked
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Customer Access Time: 6:15 PM

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 19

MU Equipment

1

Data Projector Rincon

Wednesday, Sep 6, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 6:00 PM	7:30 PM	10:00 PM	10:30 PM >	MU 240 Navajo	(J1428) - DVSF CONNECT Bible Study	DESERT VALLEY STUDENT FELLOWSHIP Kelli Michels, 850-345-7357	EA	Confirmed - Reservation Booked
Customer Access Time: 6:30 PM								

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 20

< 6:25 PM	7:00 PM	8:05 PM	8:35 PM >	MU 246 Coconino	(B3113) - Consciousness Club Meetings	consciousness club Caleb Musfeldt, 6024020894	AV	Confirmed - Reservation Booked
Customer Access Time: 6:55 PM								

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 30

MU Equipment

1

Data Projector Coconino

1

Podium Coconino

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

Setup Notes

1

Internal Notes

Notes for Memorial Union and Student Pavilion staff. Not published on client confirmations.

< 6:30 PM	7:00 PM	8:30 PM	9:00 PM >	MU 227 Pinal	(R5761) - Be The Match On Campus First club meeting	BE THE MATCH AT ASU Aaron Edwards, 4803907020	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Individual Rectangle Tables for 15

MU Equipment

1

HD Display Pinal

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

Memorial Union

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			U-Shape for 20
MU Equipment		1	HD Display Santa Cruz
Reminders		1	<p>Special Event Registry</p> <p>This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.</p> <p>You will be contacted by the appropriate ASU entity if additional documentation is needed.</p> <p>https://eventreg.asu.edu</p>

Thursday, Sep 7, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 2:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 221 Arizona	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Rounds for 320
MU Equipment		340	Chairs Arizona & Ventana
		1	Data Projectors Arizona
		3	Microphone/Arizona HH Wireless
		1	Podium Arizona w/mic
			VGA and HDMI connection
		40	Table 6' Round Ballroom
		6	Table 6' Rectangle Ballroom
		3	Drape 19' Maroon
		1	Monitor 55' Mobile
			Place outside of Arizona next to registration
		5	Easel Plastic
Setup Notes		1	MU Operations: Anticipated Schedule: Client needs access at 6:45 am for setup until 7am, event from 7am-5:30pm, and cleanup from 5:30pm-6pm Anticipated Schedule: Client will be coming in for setup from 1pm-6pm please ensure space was setup with all necessary equipment the night before Diagram Completed: https://diagram.socialtables.com/diagram/36381e87-01b0-4d68-82a7-e8554c90e281 Additional Notes: 40 rounds of 8 chairs each -4 draped tables with 2 chairs each for registration -2 draped rectangles along the back wall facing the stage for AV -Place 3 easels and 5 8.5x11 sign stanchions in room for client to use as needed -Client would like us setup mobile tv monitor to right of the registration tables to stream conference from -Client may request gopher tape -Client may request extension cord and power outlets -Client requested to borrow a laptop

Thursday, Sep 7, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 4:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 228 Cochise	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

Service ProviderTimeQuantityResource**Room Setup**

Individual Rectangle Tables for 48

MU Equipment

1

Data Projector Cochise

1

Microphone/Cochise HH Wireless

1

Podium Cochise w/mic

Setup Notes

1

MU Operations:

Anticipated Schedule: Client needs access starting at 6:45am to 7am for setup, event to take place from 7am-5:30pm and cleanup from 5:30pm- 6pm

Diagram Completed: <https://diagram.socialtables.com/diagram/645773af-a1e9-4817-a651-86b7c4f29ec4>

Additional Notes: 4 rows of 5 rectangles each with 12 seats per row for a total of 48 seats -place an additional row of 17 chairs along the back wall facing the projector

< 5:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 202 Alumni Lounge	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

Service ProviderTimeQuantityResource**Room Setup**

Tabling for 12

MU Equipment

28

Chairs Alumni Lounge

1

Data Projector Alumni Lounge

1

Microphone/Alumni HH Wireless

1

Podium Alumni w/mic

VGA and HDMI connection

14

Table 6' Rectangle Alumni

Client advised they may request assistance moving rectangles

1

Drape 19' Maroon

Setup Notes

1

MU Operations:

Thursday, Sep 7, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Anticipated Schedule: Client needs access at 6:45am-7am for setup, event to take place from 7am-5:30pm, and cleanup from 5:30pm-6pm								
Diagram Completed: https://diagram.socialtables.com/diagram/84b98ade-aa98-4791-b6d0-14cc79eff74e								
Additional Notes: 12 rectangles in the room with 2 chairs each setup based on diagram -2 draped check in tables with 2 chairs each outside of the room for check-in -Client may request assistance moving furniture								

< 5:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 206 Copper	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 16
MU Equipment		1	HD Display Copper

< 5:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 210 Plata	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 12
MU Equipment		1	HD Display Plata

< 6:30 AM	7:00 AM	11:00 PM	11:30 PM >	MU 242 La Paz	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 60
MU Equipment		1	Data Projector Lapaz East
		1	Microphone/Lapaz HH Wireless
		1	Podium Lapaz
Setup Notes		1	MU Operations:

Anticipated Schedule: Client coming in at 6:45am for setup until 7am, event to take place from 7am

Thursday, Sep 7, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					-10:30pm, and cleanup from 10:30pm-11pm. Please lock doors after client leaves.			
					Diagram Completed: https://diagram.socialtables.com/diagram/9e8781bd-cf11-4562-9bc8-ae807ca5d77b			
					Additional Notes: 10 rectangles of 3 chairs each in 2 rows and 30 chairs in theater 10 per row in the back of the room for overflow -Please add an additional 7 chairs to the side near windows			

< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
< 8:00 AM	10:00 AM	12:00 PM	1:00 PM >	MU 241C Ventana C	(X2362) - SCC Staff Meeting	Student Connection & Community Kellie Cloud, 480-965-4304	SS	Confirmed - Reservation Booked
Customer Access Time: 9:00 AM								

Service Provider	Time	Quantity	Resource
Room Setup			Rounds for 60
ASU Catering - Space Logistics		3	Table 6' Rectangle Catering - Memorial Union
		1	Catering Placement Notes
			Catering to use 3 East wall
MU Equipment		1	Data Projector Ventana C
		1	Podium Ventana C w/mic
		1	Microphone/Ventana C HH Wireless
		60	Chairs Arizona & Ventana
		6	Table 6' Round Ballroom
Setup Notes		1	MU Operations: Anticipated Schedule: 9:00am - Client Access Time 10:00am - Reservation Start Time 12:00pm - Reservation End Time and MU Staff Access time Additional Notes: Six (6) round tables with ten (10) chairs set for reservation.

Use of A/V equipment is expected - podium and one (1) wireless microphone accessible. Screens

Thursday, Sep 7, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 9:30 AM	11:00 AM	2:30 PM	3:30 PM >	MU 220 Turquoise	(A2629) - LANL Information Session	ENGINEERING CAREER CENTER David Stuempfle, 5-8718	IV	Confirmed - Reservation Booked
Customer Access Time: 10:30 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Theater Style for 100
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union
			The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.
			To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).
MU Equipment		100	Chairs Turquoise Ballroom
		1	Data Projectors Turquoise
		2	Microphone/Turquoise HH Wireless
		1	Podium Turquoise w/ mic

< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 1
			Notes
			Please make sure room is clean for client use.

11:00 AM	11:30 AM		Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 1
Setup Notes		1	Internal Notes
			Please make sure space is cleaned before each use

Thursday, Sep 7, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 11:45 AM	12:00 PM	12:30 PM	12:45 PM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
< 12:45 PM	1:30 PM	4:00 PM	4:30 PM >	MU 246 Coconino	(N7358) - MU Business Operations Meeting	MEMORIAL UNION BUSINESS OFFICE Samantha Garcia, 480-965- 2399	AV	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			U-Shape for 42
ASU Catering - Space Logistics		1	Catering Placement Notes
			CATERING TO USE 3 TABLES EAST WALL
		3	Table 6' Rectangle Catering - Memorial Union
MU Equipment		1	Data Projector Coconino
		1	Podium Coconino
Reminders		1	Special Event Registry
This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
You will be contacted by the appropriate ASU entity if additional documentation is needed.			
https://eventreg.asu.edu			

< 1:30 PM	3:00 PM	6:00 PM	7:00 PM >	MU 241 Ventana	(N8660) - All-College Meeting	MARY LOU FULTON TEACHERS COLLEGE TEMPE Maria Vareshina, 602-543- 4599	GP,IV	MU/STPV Staff Set- up/Teardown
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 360
Setup Notes		1	MU Operations:
Additional Notes: Client requested early access for ASU AVEM team to setup			

Thursday, Sep 7, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Other for 1

< 1:45 PM	3:00 PM	4:00 PM	4:30 PM >	MU 207 Gold Room	(Q5797) - Job research, resources for international students	EDUCATIONAL OUTREACH & STUDENT SERVICES TEMPE Ban Faris, 480-727-2628	DG,AV	Confirmed - Reservation Booked
Customer Access Time: 2:30 PM								

Service ProviderTimeQuantityResource**Room Setup**

Theater Style for 76

MU Equipment

1

Data Projector Gold

1

Microphone/Gold HH Wireless

1

Podium Gold

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

2:00 PM	2:30 PM			Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Other for 1

Setup Notes

1

Internal Notes

Please make sure space is cleaned before each use

< 4:00 PM	5:30 PM	7:00 PM	8:00 PM >	MU 085 Union Stage	(R9949) - New Member Orientation- CHAARG	CHAARG Ellie Bonnette, 623-296-4084	IV	Confirmed - Reservation Booked
Customer Access Time: 5:00 PM								

Service ProviderTimeQuantityResource

Thursday, Sep 7, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Room Setup					Individual Rectangle Tables for 100			
MU Equipment					1	Data Projector Panasonic Ballrooms		
						For use in Union Stage and back up for ballrooms		
					1	Monitor Mobile Union Stage (HDMI)		
						70" screen on cart,		
					1	Sound System Union Stage		
						2 speakers with microphone and stereo mini cord		
					17	Table 6' Rectangle Union Stage		
Setup Notes					1	MU Operations:		
						Anticipated Schedule: Setup to begin 5pm, event from 5:30pm-6:30pm, cleanup from 6:30pm-7pm		
						Additional Notes: 17 rectangles of 6 chairs each		

< 4:10 PM	5:00 PM	7:00 PM	7:30 PM >	MU 227 Pinal	(W1117) - Ratio Christi - Thursday Forum	Ratio Christi ASU Tempe Rianna Ramsey, 928-288-5798	AV	Confirmed - Reservation Booked
Customer Access Time: 4:40 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Individual Rectangle Tables for 15
ASU Catering - Food and Beverage Anticipated			1
			Food and Beverage Anticipated - Memorial Union
			The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.
			To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).
MU Equipment			1
			HD Display Pinal
			1
			Dry Erase Board Portable Small w/markers
Reminders			1
			Special Event Registry
			This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.
			You will be contacted by the appropriate ASU entity if additional documentation is needed.
			https://eventreg.asu.edu



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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 4:45 PM	6:30 PM	8:00 PM	8:45 PM >	MU 220 Turquoise	(Z9696) - Scholar Orientation-ASU Alumni Association	ASU ALUMNI Hasan Sharif	IV	Confirmed - Reservation Booked
Customer Access Time: 5:30 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Classroom for 35
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union
			The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.
			To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).
MU Equipment		40	Chairs Turquoise Ballroom
		1	Data Projectors Turquoise
		1	Microphone/Turquoise HH Wireless
		1	Podium Turquoise w/ mic
		4	Table 6' Rectangle Turquoise
Reminders		1	Special Event Registry
			This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.
			You will be contacted by the appropriate ASU entity if additional documentation is needed.
			https://eventreg.asu.edu
Setup Notes		1	MU Operations:
			Anticipated Schedule: Setup from 5:30pm-6:30pm, event from 6:30pm-7:30pm, and cleanup from 7:30pm-8pm
			Diagram Completed: https://diagram.socialtables.com/diagram/8ab6249d-21db-4bf7-86a2-f08cff22dabc
			Additional Notes: 20 rectangles with 2 chairs each facing the front of the room

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	5:00 PM	5:30 PM		Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Other for 1

Setup Notes

1

Internal Notes

Please make sure space is cleaned before each use

< 5:15 PM	6:00 PM	8:00 PM	8:30 PM >	MU 229 Santa Cruz	(Y3013) - Students for Life - Meetings	STUDENTS FOR LIFE Danise Rees, 4802079681	EA	Confirmed - Reservation Booked
Customer Access Time: 5:45 PM								

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 25

MU Equipment

1

HD Display Santa Cruz

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 5:25 PM	6:00 PM	7:00 PM	7:30 PM >	MU 240 Navajo	(P8716) - Leadership Excellence Association General Meeting	Leadership Excellence Association Matthew Torel, 480-665-7115	DG	Confirmed - Reservation Booked
Customer Access Time: 5:55 PM								

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 25

MU Equipment

1

HD Display Navajo

1

Dry Erase Board Portable Large w/markers

6' X 4'

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

Thursday, Sep 7, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
You will be contacted by the appropriate ASU entity if additional documentation is needed.								

<https://eventreg.asu.edu>

< 6:15 PM	7:30 PM	9:45 PM	10:15 PM >	MU 225 Yuma	(D8510) - Science Detectives General Meeting	Science Detectives, LLC Davis McKechnie, 4804872583	EA	Confirmed - Reservation Booked
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Customer Access Time: 6:45 PM

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 25

ASU Catering - Food and Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment

1

HD Display Yuma

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 6:45 PM	7:30 PM	10:00 PM	10:30 PM >	MU 224 Gila	(D3968) - The Well at ASU - Weekly Relationship Class-	THE WELL Keegan Collier, 623-565-2687	EA	Confirmed - Reservation Booked
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Customer Access Time: 7:15 PM

Service ProviderTimeQuantityResource**Room Setup**

Theater Style for 25

ASU Catering - Food and Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

1

Food and Beverage Anticipated - Student Pavilion

Thursday, Sep 7, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					<p>The Student Pavilion utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use. Additionally, all food service within the Student Pavilion must be certified Zero Waste. Our ASU catering team will assist you in menu and service options that make this possible!</p> <p>To discuss your food and beverage needs, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).</p>			
				1	Food and Beverage Anticipated - Memorial Union			
					<p>The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.</p> <p>To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).</p>			
				1	Food and Beverage Anticipated - Student Pavilion			
					<p>The Student Pavilion utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use. Additionally, all food service within the Student Pavilion must be certified Zero Waste. Our ASU catering team will assist you in menu and service options that make this possible!</p> <p>To discuss your food and beverage needs, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).</p>			
				1	HD Display Gila			
				1	HD Display Gila			
					MU Equipment			

Friday, Sep 8, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 3:45 AM	7:00 AM	6:00 PM		MU 206 Copper	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 16

MU Equipment

1

HD Display Copper

< 3:45 AM	7:00 AM	6:00 PM		MU 210 Plata	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 12

MU Equipment

1

HD Display Plata

< 3:45 AM	7:00 AM	6:00 PM		MU 221 Arizona	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

Service ProviderTimeQuantityResource**Room Setup**

Rounds for 320

MU Equipment

340

Chairs Arizona & Ventana

1

Data Projectors Arizona

3

Microphone/Arizona HH Wireless

1

Podium Arizona w/mic

VGA and HDMI connection

40

Table 6' Round Ballroom

6

Table 6' Rectangle Ballroom

3

Drape 19' Maroon

1

Monitor 55' Mobile

Place outside of Arizona next to registration

5

Easel Plastic

Setup Notes

1

MU Operations:

Friday, Sep 8, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					Anticipated Schedule: Client needs access at 6:45 am for setup until 7am, event from 7am-5:30pm, and cleanup from 5:30pm-6pm			
					Anticipated Schedule: Client will be coming in for setup from 1pm-6pm please ensure space was setup with all necessary equipment the night before			
					Diagram Completed: https://diagram.socialtables.com/diagram/36381e87-01b0-4d68-82a7-e8554c90e281			
					Additional Notes: 40 rounds of 8 chairs each -4 draped tables with 2 chairs each for registration -2 draped rectangles along the back wall facing the stage for AV -Place 3 easels and 5 8.5x11 sign stanchions in room for client to use as needed -Client would like us setup mobile tv monitor to right of the registration tables to stream conference from -Client may request gopher tape -Client may request extension cord and power outlets -Client requested to borrow a laptop			

< 3:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 202 Alumni Lounge (W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM							

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Tabling for 12
MU Equipment		28	Chairs Alumni Lounge
		1	Data Projector Alumni Lounge
		1	Microphone/Alumni HH Wireless
		1	Podium Alumni w/mic
			VGA and HDMI connection
		14	Table 6' Rectangle Alumni
			Client advised they may request assistance moving rectangles
		1	Drape 19' Maroon
Setup Notes		1	MU Operations: Anticipated Schedule: Client needs access at 6:45am-7am for setup, event to take place from 7am-5:30pm, and cleanup from 5:30pm-6pm

Diagram Completed: <https://diagram.socialtables.com/diagram/84b98ade-aa98-4791-b6d0->

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					14cc79eff74e			

Additional Notes: 12 rectangles in the room with 2 chairs each setup based on diagram
-2 draped check in tables with 2 chairs each outside of the room for check-in
-Client may request assistance moving furniture

< 4:45 AM	7:00 AM	9:30 PM		MU 228 Cochise	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

Service Provider	Time	Quantity	Resource
Room Setup			Individual Rectangle Tables for 48
MU Equipment		1	Data Projector Cochise
		1	Microphone/Cochise HH Wireless
		1	Podium Cochise w/mic
Setup Notes		1	MU Operations: Anticipated Schedule: Client needs access starting at 6:45am to 7am for setup, event to take place from 7am-9:00pm and cleanup from 9pm- 9:30pm Diagram Completed: https://diagram.socialtables.com/diagram/645773af-a1e9-4817-a651-86b7c4f29ec4 Additional Notes: 4 rows of 5 rectangles each with 12 seats per row for a total of 48 seats -place an additional row of 17 chairs along the back wall facing the projector

< 6:30 AM	8:00 AM	11:00 AM	12:00 PM >	MU 241 Ventana	(N8660) - All-College Meeting	MARY LOU FULTON TEACHERS COLLEGE TEMPE Maria Vareshina, 602-543-4599	GP,IV	Confirmed - Reservation Booked
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Service Provider	Time	Quantity	Resource
Room Setup			Rounds for 360
ASU Catering - Space Logistics		1	Catering Placement Notes CATERING TO USE 6 TABLES SOUTH WALL SET UP AS A DOUBLE SIDED BUFFET (FOR FOOD)

Friday, Sep 8, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					4 TABLES EAST WALL SET UP DOUBLE SIDED (FOR BEVERAGES)			
				10	Table 6' Rectangle Catering - Memorial Union			
				362	Chairs Arizona & Ventana			
				1	Data Projector Ventana A North			
				1	Data Projector Ventana A West			
				1	Data Projector Ventana B			
				1	Data Projector Ventana C			
				2	Microphone/Ventana A HH Wireless			
				1	Microphone/Ventana B HH Wireless			
				1	Microphone/Ventana C HH Wireless			
				1	Podium Ventana B w/mic			
				1	Table 6' Rectangle Ballroom			
				1	Drape 13' Maroon			
				2	Riser 6 x 8			
					client requested a 6x16 stage			
				2	Stairs for risers			
				1	Special Event Registry			
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			
				1	MU Operations:			
					Anticipated Schedule: Event Begins at 8:00 am			
					Diagram Completed: https://diagram.socialtables.com/diagram/950c0fbf-70b5-48ca-8209-ad8df55ccfca			
					Additional Notes: 1 draped check in table with 2 chairs outside of the room			

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 7:30 AM	8:00 AM	11:30 AM	12:00 PM >	MU 225 Yuma	(N8660) - All-College Meeting	MARY LOU FULTON TEACHERS COLLEGE TEMPE Maria Vareshina, 602-543-4599	GP,IV	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 10

Setup Notes

1

MU Operations:

Additional Notes: Client requested that we please move all tables, but 1 with 3 chairs, to the side.

< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
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< 8:15 AM	9:00 AM	11:30 AM	1:00 PM >	MU 242 La Paz	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 76

MU Equipment

1

Data Projector Lapaz East

1

Microphone/Lapaz HH Wireless

1

Podium Lapaz

Setup Notes

1

MU Operations:

Anticipated Schedule: Client coming in at 9am for setup until 7am, event to take place from 9am-11:30am.

Diagram Completed: <https://diagram.socialtables.com/diagram/9e8781bd-cf11-4562-9bc8-ae807ca5d77b>

Additional Notes: 10 rectangles of 3 chairs each in 2 rows and 30 chairs in theater 10 per row in the back of the room for overflow
 -Please add an additional 7 chairs to the side near windows

Friday, Sep 8, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>		<u>Resource</u>		
Room Setup						Other for 1		
						Notes		
						Please make sure room is clean for client use.		
< 11:45 AM	12:00 PM	12:30 PM	12:45 PM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
< 12:00 PM	3:00 PM	8:00 PM		MU 220 Turquoise	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>		<u>Resource</u>		
Room Setup						Regular for 1		
< 12:00 PM	3:00 PM	8:00 PM		MU 223 Yavapai	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>		<u>Resource</u>		
Room Setup						Regular for 1		
< 12:00 PM	3:00 PM	8:00 PM		MU 224 Gila	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>		<u>Resource</u>		
Room Setup						Regular for 1		
< 12:00 PM	3:00 PM	8:00 PM		MU 225 Yuma	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>		<u>Resource</u>		
Room Setup						Regular for 1		

Friday, Sep 8, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 12:00 PM	3:00 PM	8:00 PM		MU 227 Pinal	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>			<u>Time</u>	<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 1			
< 12:00 PM	3:00 PM	8:00 PM		MU 229 Santa Cruz	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>			<u>Time</u>	<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 1			
< 12:00 PM	3:00 PM	8:00 PM		MU 238 Apache	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>			<u>Time</u>	<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 1			
< 12:00 PM	3:00 PM	8:00 PM		MU 240 Navajo	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>			<u>Time</u>	<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 1			
< 12:00 PM	3:00 PM	8:00 PM		MU 241 Ventana	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>			<u>Time</u>	<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 1			
< 12:00 PM	3:00 PM	8:00 PM		MU 246 Coconino	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>			<u>Time</u>	<u>Quantity</u>	<u>Resource</u>			

Friday, Sep 8, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Room Setup					Regular for 1			
< 12:00 PM	3:00 PM	8:00 PM		MU 248 Rincon	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>					<u>Time</u>	<u>Quantity</u>	<u>Resource</u>	
Room Setup					Regular for 1			
< 12:00 PM	3:00 PM	11:00 PM		MU 208 Chrysocola	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>					<u>Time</u>	<u>Quantity</u>	<u>Resource</u>	
Room Setup					Regular for 1			
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
<u>Service Provider</u>					<u>Time</u>	<u>Quantity</u>	<u>Resource</u>	
Room Setup					Other for 1			
< 2:00 PM	4:00 PM	7:30 PM		MU 226 Graham	(Y1749) - Senior Experience Sharing Session	CHINESE STUDENT & SCHOLAR ASSOCIATION Shengyu Hao, 480-621-1905	EA	Confirmed - Reservation Booked
<u>Service Provider</u>					<u>Time</u>	<u>Quantity</u>	<u>Resource</u>	
Room Setup					U-Shape for 30			
MU Equipment					1	HD Display Graham		
Reminders					1	Special Event Registry		
This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.								
You will be contacted by the appropriate ASU entity if additional documentation is needed.								
https://eventreg.asu.edu								

Friday, Sep 8, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 2:00 PM	3:00 PM	10:45 PM	11:45 PM >	MU 085 Union Stage	(U4025) - Farce Side Comedy Hour	FARCE SIDE Aaron Ott, 928-910-2895	IV	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Theater Style for 100

MU Equipment

1

Data Projector Panasonic Ballrooms

For use in Union Stage and back up for ballrooms

1

Monitor Mobile Union Stage (HDMI)

70" screen on cart,

1

Podium Union Stage

1

Sound System Union Stage

2 speakers with microphone and stereo mini cord

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 3:00 PM	4:00 PM	11:00 PM >	12:00 AM >	MU 101 UNION PLAZA	(J6237) - MU After Dark	PROGRAMMING & ACTIVITIES BOARD TEMPE Amber Yu,Carley Willis	Details Pending - Reservation Booked
< 3:00 PM	4:00 PM	11:00 PM >	12:00 AM >	MU 101A CHICK FIL A	(J6237) - MU After Dark	PROGRAMMING & ACTIVITIES BOARD TEMPE Amber Yu,Carley Willis	Details Pending - Reservation Booked
< 3:00 PM	4:00 PM	11:00 PM >	12:00 AM >	MU L1-32 LOWER LEVEL PROGRAMMING AREA	(J6237) - MU After Dark	PROGRAMMING & ACTIVITIES BOARD TEMPE Amber Yu,Carley Willis	Details Pending - Reservation Booked
< 3:15 PM	5:00 PM	8:30 PM		MU 207 Gold Room	(A2267) - Hindu YUVA - General Body Meeting	HINDU YUVA Nandini Bhatt,Devansh Gupta, 602-831-4615	DG Confirmed - Reservation Booked

Customer Access Time: 4:00 PM

Service ProviderTimeQuantityResource

Friday, Sep 8, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Room Setup					Individual Rectangle Tables for 60			
MU Equipment					1	Data Projector Gold		
					2	Microphone/Gold HH Wireless		
					1	Podium Gold		
					15	Table 4' x 3' Gold		
Reminders					1	Special Event Registry		
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			
Setup Notes					1	MU Operations:		
					Additional Notes: Individual Rectangular Table setup for 60. (4 chairs per table)			

< 3:30 PM	4:00 PM	11:00 PM	11:30 PM >	MU L1-16 SOUTH OF STAIRCASE	(J6237) - MU After Dark	PROGRAMMING & ACTIVITIES BOARD TEMPE Amber Yu,Carley Willis	Details Pending - Reservation Booked
< 3:30 PM	4:00 PM	11:00 PM	11:30 PM >	MU L1-26 TABLE TENNIS AREA	(J6237) - MU After Dark	PROGRAMMING & ACTIVITIES BOARD TEMPE Amber Yu,Carley Willis	Details Pending - Reservation Booked
< 3:30 PM	4:00 PM	11:00 PM	11:30 PM >	MU L1-30 BILLIARD TABLES	(J6237) - MU After Dark	PROGRAMMING & ACTIVITIES BOARD TEMPE Amber Yu,Carley Willis	Details Pending - Reservation Booked
	4:00 PM	11:00 PM		MU 100 SCOLAR STUDY	(J6237) - MU After Dark	PROGRAMMING & ACTIVITIES BOARD TEMPE Amber Yu,Carley Willis	Details Pending - Reservation Booked
< 5:45 PM	6:00 PM	9:00 PM	9:15 PM >	MU 230 Pima	(N7309) - Anime Avalon Fall Events	Anime Avalon Craig Liang, 6504929276	DG,SS Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

1

Theater Style for 60

Food and Beverage Anticipated - Memorial Union

Friday, Sep 8, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
ASU Catering - Food and Beverage Anticipated					The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.			
					To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			
MU Equipment					1	Data Projector Pima		
					1	Microphone/Pima HH Wireless		
					1	Podium Pima w/ mic		
Reminders					1	Special Event Registry		
This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.								
You will be contacted by the appropriate ASU entity if additional documentation is needed.								
https://eventreg.asu.edu								

6:00 PM	11:00 PM	MU 221 Arizona	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
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7:00 PM	11:00 PM	MU 206 Copper	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Regular for 1

7:00 PM	11:00 PM	MU 210 Plata	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Regular for 1

Friday, Sep 8, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	7:30 PM	11:00 PM		MU 226 Graham	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 1			
	8:00 PM	11:00 PM		MU 242 La Paz	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 1			
	8:30 PM	11:00 PM		MU 207 Gold Room	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 1			

Saturday, Sep 9, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 10:00 PM	1:00 AM	11:00 PM		MU 228 Cochise	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set-up/Teardown

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Regular for 1

< 3:45 AM	7:00 AM	6:00 PM	9:00 PM >	MU 202 Alumni Lounge	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Rounds for 100
MU Equipment		100	Chairs Alumni Lounge
		1	Data Projector Alumni Lounge
		1	Microphone/Alumni HH Wireless
		1	Podium Alumni w/mic
			VGA and HDMI connection
		10	Table 6' Round Alumni
Setup Notes		1	MU Operations: Anticipated Schedule: Client to arrive 6:45am for setup. Event to take place from 7am-5:30pm, and cleanup from 5:30pm-6pm Diagram Completed: https://diagram.socialtables.com/diagram/ad93a6b2-09d9-4023-9dcf-b217650b3609 Additional Notes: Client requested two draped check in tables with 2 chairs each

< 6:00 AM	7:00 AM	6:00 PM	11:00 PM >	MU 230 Pima	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Theater Style for 150
MU Equipment		1	Data Projector Pima
		2	Microphone/Pima HH Wireless

Saturday, Sep 9, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	Podium Pima w/ mic		
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 206 Copper	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 16			
MU Equipment				1	HD Display Copper			
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 207 Gold Room	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Theater Style for 75			
MU Equipment				1	Data Projector Gold			
				1	Microphone/Gold HH Wireless			
				1	Podium Gold			
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 208 Chrysocola	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 16			
MU Equipment				1	HD Display Chrysocola			
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 210 Plata	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Regular for 16			
MU Equipment				1	HD Display Plata			

Saturday, Sep 9, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 220 Turquoise	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Rounds for 120
MU Equipment		120	Chairs Turquoise Ballroom
		1	Data Projectors Turquoise
		1	Microphone/Turquoise HH Wireless
		1	Podium Turquoise w/ mic
		12	Table 6' Round Turquoise

< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 221 Arizona	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Theater Style for 550
MU Equipment		555	Chairs Arizona & Ventana
		9	Table 6' Rectangle Ballroom
		1	Podium Arizona w/mic
			VGA and HDMI connection
		1	Riser 6 x 8
			16" High
		1	Stairs for risers
		2	Microphone/Arizona HH Wireless
Setup Notes		1	Setup Notes
			See diagram - dropped 9.8 DS
			Theater for 551; set in 3 sections per diagram
			Open space at front of room, client is bringing in field for robots
			6x8 podium north wall, podium on riser
			7 rectangle tables on south wall for client materials

Saturday, Sep 9, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
2 tables w 2 chairs each outside room for check in								
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 223 Yavapai	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>		<u>Resource</u>		
Room Setup						Regular for 16		
MU Equipment				1		HD Display Yavapai		
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 224 Gila	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>		<u>Resource</u>		
Room Setup						Regular for 32		
MU Equipment				1		HD Display Gila		
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 225 Yuma	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>		<u>Resource</u>		
Room Setup						Regular for 30		
MU Equipment				1		HD Display Yuma		
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 226 Graham	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>		<u>Resource</u>		
Room Setup						Regular for 32		
MU Equipment				1		HD Display Graham		

Saturday, Sep 9, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 227 Pinal	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Regular for 20
MU Equipment		1	HD Display Pinal

< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 228 Cochise	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Theater Style for 100
MU Equipment		1	Data Projector Cochise
		1	Microphone/Cochise HH Wireless
		1	Podium Cochise w/mic

< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 229 Santa Cruz	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Regular for 20
MU Equipment		1	HD Display Santa Cruz

< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 238 Apache	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Regular for 20
MU Equipment		1	HD Display Apache
Setup Notes		1	Setup Notes <i>catering to use 6ft credenza</i>

Saturday, Sep 9, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 240 Navajo	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Regular for 20
MU Equipment		1	HD Display Navajo

< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 241A Ventana A	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Theater Style for 150
MU Equipment		150	Chairs Arizona & Ventana
		1	Data Projector Ventana A North
		1	Podium Ventana A w/mic
		1	Microphone/Ventana A HH Wireless

< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 241BC Ventana BC	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Theater Style for 256
MU Equipment		256	Chairs Arizona & Ventana
		1	Podium Ventana A w/mic
		1	Microphone/Ventana A HH Wireless
		1	Data Projector Ventana A West
		3	Table 6' Rectangle Ballroom
Setup Notes		1	Setup Notes

See diagram dropped 9.8 DS

Theater for 256, set in 3 sections per diagram

Large open space at front for client to add field

Saturday, Sep 9, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
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3 tables in northwest corner of room per diagram

< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 242 La Paz	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Theater Style for 60
MU Equipment		1	Data Projector Lapaz East
		1	Microphone/Lapaz HH Wireless
		1	Podium Lapaz

< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 246 Coconino	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Theater Style for 42
MU Equipment		1	Data Projector Coconino
		1	Podium Coconino

< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 248 Rincon	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Regular for 20
MU Equipment		1	Data Projector Rincon

< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 299 2nd Floor Registration Area	(Q0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Regular for 1



Sunday, Sep 10, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 2:00 PM	3:00 PM	6:00 PM	6:45 PM >	MU 207 Gold Room	(L8659) - AEPHI Meetings	ALPHA EPSILON PHI Sivan Plotkin, (516)384-9332	LL	Confirmed - Reservation Booked
Customer Access Time: 2:45 PM								

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 40

MU Equipment

1

Gold Room A/V

Includes data projector, podium with built-in microphone, and one additional wireless microphone.

Data Projector Gold (1)

Microphone/Gold HH Wireless (1)

Podium Gold (1)

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

4:00 PM 7:00 PM

MU 202 Alumni Lounge (H1779) - Arizona Alzheimer's Consortium

COLLEGE OF NURSING &
HEALTH INNOVATION DPC
David Coon, Angelica
Jaszewski, (602)496-0763

IV

MU/STPV Staff
Set-
up/TeardownService ProviderTimeQuantityResource**Room Setup**

Other for 1

MU Equipment

50

Chairs Alumni Lounge

1

Data Projector Alumni Lounge

5

Table 6' Round Alumni

1

Podium Alumni w/mic

VGA and HDMI connection

Sunday, Sep 10, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	4:00 PM	7:00 PM		MU 220 Turquoise	(H1779) - Arizona Alzheimer's Consortium	COLLEGE OF NURSING & HEALTH INNOVATION DPC David Coon,Angelica Jaszewski, (602)496-0763	IV	MU/STPV Staff Set-up/Teardown

Service ProviderTimeQuantityResource**MU Equipment**

70

Chairs Turquoise Ballroom

7

Table 6' Round Turquoise

1

Podium Turquoise w/ mic

1

Data Projectors Turquoise

Setup Notes

1

Setup Notes

*Diagram:**Notes: Client to bring in poster stands to use in room**-7 rounds of 10 per diagram*

	4:00 PM	7:00 PM		MU 221 Arizona	(H1779) - Arizona Alzheimer's Consortium	COLLEGE OF NURSING & HEALTH INNOVATION DPC David Coon,Angelica Jaszewski, (602)496-0763	IV	MU/STPV Staff Set-up/Teardown
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Service ProviderTimeQuantityResource**ASU Catering - Space Logistics**

4

Table 6' Rectangle Catering - Memorial Union

MU Equipment

272

Chairs Arizona & Ventana

252 - Classroom

8 - front row

4- tech

8- check in

1

Data Projectors Arizona

2

Drape 19' Maroon

2

Microphone/Arizona HH Wireless

2

Microphone Lavalier Wireless

1

Podium Arizona w/mic

VGA and HDMI connection

Sunday, Sep 10, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Setup Notes					2	Riser 6 x 8		
						16" High		
					90	Table 6' Rectangle Ballroom		
						4 check in		
						2 tech		
						84 classroom		
					2	Black Linen - full length		
						For tech tables, or ABOR/VIP event use only.		
					4	Easel Plastic		
						Setup Notes		
					Diagram:			
					Additional Notes: Classroom for 252			
					8 additional seats in front row, split 4 and 4 per diagram			
					2 tables w 4 chairs on northeast wall with black linen for tech			
					4 draped tables w 8 chairs in hall for check in; place 4 easels at check in			
					Open pass thru doors to Ventana			
					Catering to use 4 tables east wall			
					Client to use UTO/Seth Levine regarding tech support to live stream/Zoom the meeting			
	4:00 PM	7:00 PM		MU 227 Pinal	(H1779) - Arizona Alzheimer's Consortium	COLLEGE OF NURSING & HEALTH INNOVATION DPC David Coon,Angelica Jaszewski, (602)496-0763	IV	MU/STPV Staff Set-up/Teardown
	<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>		
	Room Setup				Individual Rectangle Tables for 24			
	4:00 PM	7:00 PM		MU 241 Ventana	(H1779) - Arizona Alzheimer's Consortium	COLLEGE OF NURSING & HEALTH INNOVATION DPC David Coon,Angelica Jaszewski, (602)496-0763	IV	MU/STPV Staff Set-up/Teardown
	<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>		



Sunday, Sep 10, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
MU Equipment					60	Chairs Arizona & Ventana		
					6	Table 6' Round Ballroom		
					1	Data Projector Ventana A North		
					1	Data Projector Ventana B		
					1	Podium Ventana A w/mic		
Setup Notes					Setup Notes			
					Diagram:			
					Additional Notes: Client to use room for double-sided poster display boards, to be rented in by client			
					-6 rounds of 10 on south side of room			

< 5:00 PM	6:00 PM	9:00 PM	10:00 PM >	MU 230 Pima	(S2413) - General Meeting- Kommunity Service Club	Kommunity Service Club Cole Anderson, 9523806130	IV	Confirmed - Reservation Booked
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Service Provider	Time	Quantity	Resource
Room Setup			Theater Style for 75
MU Equipment		1	Data Projector Pima
		1	Microphone/Pima HH Wireless
		1	Podium Pima w/ mic
Reminders		1	Special Event Registry
This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
You will be contacted by the appropriate ASU entity if additional documentation is needed.			
https://eventreg.asu.edu			



Monday, Sep 11, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 2:45 AM	7:00 AM	5:00 PM	8:00 PM >	MU 221 Arizona	(H1779) - Arizona Alzheimer's Consortium	COLLEGE OF NURSING & HEALTH INNOVATION DPC David Coon,Angelica Jaszewski, (602)496-0763	IV	Details Pending - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
ASU Catering - Space Logistics		4	Table 6' Rectangle Catering - Memorial Union
MU Equipment		272	Chairs Arizona & Ventana 252 - Classroom 8 - front row 4- tech 8- check in
		1	Data Projectors Arizona
		2	Drape 19' Maroon
		2	Microphone/Arizona HH Wireless
		2	Microphone Lavalier Wireless
		1	Podium Arizona w/mic VGA and HDMI connection
		2	Riser 6 x 8 16" High
		90	Table 6' Rectangle Ballroom 4 check in 2 tech 84 classroom
		2	Black Linen - full length For tech tables, or ABOR/VIP event use only.
		7	Easel Plastic
Setup Notes			Setup Notes Diagram: Additional Notes: Classroom for 252 8 additional seats in front row, split 4 and 4 per diagram 2 tables w 4 chairs on northeast wall with black linen for tech

Monday, Sep 11, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
<i>4 draped tables w 8 chairs in hall for check in; place 4 easels at check in</i>								
<i>Open pass thru doors to Ventana</i>								
<i>Catering to use 4 tables east wall</i>								
<i>Client to use UTO/Seth Levine regarding tech support to live stream/Zoom the meeting</i>								
<i>Client to use UTO/Seth Levine regarding tech support to live stream/Zoom the meeting</i>								

< 2:45 AM	7:00 AM	5:00 PM	8:00 PM >	MU 241 Ventana	(H1779) - Arizona Alzheimer's Consortium	COLLEGE OF NURSING & HEALTH INNOVATION DPC David Coon,Angelica Jaszewski, (602)496-0763	IV	Details Pending - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
MU Equipment		60	Chairs Arizona & Ventana
		6	Table 6' Round Ballroom
		1	Data Projector Ventana A North
		1	Data Projector Ventana B
		1	Podium Ventana A w/mic

Setup Notes

Diagram:

Additional Notes: Client to use room for double-sided poster display boards, to be rented in by client

-6 rounds of 10 on south side of room

< 4:15 AM	7:00 AM	5:00 PM	7:00 PM >	MU 220 Turquoise	(H1779) - Arizona Alzheimer's Consortium	COLLEGE OF NURSING & HEALTH INNOVATION DPC David Coon,Angelica Jaszewski, (602)496-0763	IV	Details Pending - Reservation Booked
Customer Access Time: 6:45 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
MU Equipment		70	Chairs Turquoise Ballroom
		7	Table 6' Round Turquoise
		1	Podium Turquoise w/ mic
		1	Data Projectors Turquoise

Monday, Sep 11, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Reminders					1	CATERING MAY BE REQUIRED - MU		
						For food and Beverage quotes please contact ASU Catering at 480-965-6508 OR asucatering@gmail.com.		
					1	Special Event Registry		
						This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.		
						You will be contacted by the appropriate ASU entity if additional documentation is needed.		
						https://eventreg.asu.edu		
Setup Notes					1	Setup Notes		
						Diagram:		
						Notes: Client to bring in poster stands to use in room		
						-7 rounds of 10 per diagram		

< 5:00 AM	7:00 AM	5:00 PM	6:00 PM >	MU 202 Alumni Lounge	(H1779) - Arizona Alzheimer's Consortium	COLLEGE OF NURSING & HEALTH INNOVATION DPC David Coon,Angelica Jaszewski, (602)496-0763	IV	Details Pending - Reservation Booked
Customer Access Time: 6:00 AM								

Service Provider	Time	Quantity	Resource
Room Setup			Other for 1
MU Equipment		50	Chairs Alumni Lounge
		1	Data Projector Alumni Lounge
		5	Table 6' Round Alumni
		1	Podium Alumni w/mic
			VGA and HDMI connection

< 6:30 AM	7:00 AM	5:00 PM	5:30 PM >	MU 227 Pinal	(H1779) - Arizona Alzheimer's Consortium	COLLEGE OF NURSING & HEALTH INNOVATION DPC David Coon,Angelica Jaszewski, (602)496-0763	IV	Details Pending - Reservation Booked
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Service Provider	Time	Quantity	Resource
Room Setup			Individual Rectangle Tables for 24

Monday, Sep 11, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 6:30 AM	7:00 AM	11:30 PM >	12:00 AM >	MU 206 Copper	(M4718) - FULTON SCHOOLS ENGINEERING FAIR, FALL 2021 - storage	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 12

MU Equipment

1

HD Display Copper

Setup Notes

1

MU Operations:

Anticipated Schedule: Room to be used as a mail room.

< 6:30 AM	7:00 AM	11:30 PM >	12:00 AM >	MU 208 Chrysocola	(M4718) - FULTON SCHOOLS ENGINEERING FAIR, FALL 2021 - storage	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 12

MU Equipment

1

HD Display Chrysocola

Setup Notes

1

MU Operations:

Anticipated Schedule: Room to be used as a storage room

< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
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< 8:00 AM	10:00 AM	11:30 AM	12:30 PM >	MU 230 Pima	(Y8080) - Reflect, Respect, & Respond	CHANGEMAKER CENTRAL MU Alma Barnett, 602-543-2798	IV	Confirmed - Reservation Booked
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Customer Access Time: 9:00 AM

Service ProviderTimeQuantityResource**Room Setup**

Theater Style for 150

MU Equipment

1

Data Projector Pima

2

Microphone/Pima HH Wireless

1

Podium Pima w/ mic

Monday, Sep 11, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 10:00 AM	11:00 AM	1:00 PM	2:00 PM >	MU 228 Cochise	(Y8080) - Reflect, Respect, & Respond	CHANGEMAKER CENTRAL MU Alma Barnett, 602-543-2798	IV	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 80
ASU Catering - Space Logistics		1	Catering Placement Notes
			CATERING TO USE 4 TABLES EAST WALL
		4	Table 6' Rectangle Catering - Memorial Union
MU Equipment		1	Data Projector Cochise
		1	Microphone/Cochise HH Wireless
		1	Podium Cochise w/mic
		12	Table 30" Round Cocktail
		2	Table 6' Round Ballroom
Reminders		1	Special Event Registry
			This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.
			You will be contacted by the appropriate ASU entity if additional documentation is needed.
			https://eventreg.asu.edu
Setup Notes		1	MU Operations: Anticipated Schedule: 11am-11:30am setup time, 11:30am-12:30pm event, and 12:30pm-1pm cleanup Diagram Completed: https://diagram.socialtables.com/diagram/e350206c-a750-4467-9bf3-19f88b55b37f Additional Notes: 2 rounds with no chairs

< 10:30 AM	12:00 PM	2:00 PM	2:30 PM >	MU 242 La Paz	(E8029) - Herberger Health Collaborative	Dean's Office, Herberger Institute Jason Bobis, 602-791-5477	EA	Confirmed - Reservation Booked
Customer Access Time: 11:00 AM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
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Monday, Sep 11, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Room Setup					Rounds for 35			
ASU Catering - Food and Beverage Anticipated					1Food and Beverage Anticipated - Memorial Union			
					The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.			
					To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			
MU Equipment					1Data Projector Lapaz East			
					2Microphone/Lapaz HH Wireless			
					1Podium Lapaz			
Reminders					1Special Event Registry			
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			
Setup Notes					1MU Operations:			
					Additional Notes: Banquet style for 40. (8 chairs per table)			

< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 1
			Notes
			Please make sure room is clean for client use.

< 11:15 AM	12:00 PM	1:00 PM	1:45 PM >	MU 207 Gold Room	(Z6418) - Boren Information Session	Office of National Scholarship Advisement Kaia Johnson, 480-727-8204	EA	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Individual Rectangle Tables for 45
MU Equipment		1	Data Projector Gold



Monday, Sep 11, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					2	Microphone/Gold HH Wireless		
					1	Podium Gold		
					12	Table 4' x 3' Gold		
					1	Special Event Registry		
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			
					1	MU Operations:		
					Additional Notes: Individual Rectangular tables style for 48 (12 tables with 4 chairs each)			

< 11:45 AM	12:00 PM	12:30 PM	12:45 PM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked

Service Provider	Time	Quantity	Resource
Room Setup			Other for 1
< 3:45 PM	5:00 PM	7:15 PM	8:15 PM >
MU LI-47 Kaibab			(K7092) - YDSA at ASU Central Committee Meeting
Customer Access Time: 4:45 PM			YOUNG DEMOCRATIC SOCIALISTS OF AMERICA (YDSA) Bryce Askew, 4808157306
AV			Confirmed - Reservation Booked

Service Provider	Time	Quantity	Resource
Room Setup			Boardroom Style for 10
MU Equipment		1	Dry Erase Board Kaibab w/markers
			South wall of room is a white board
		1	HD Display Kaibab
Reminders		1	Special Event Registry
			This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

Memorial Union

You will be contacted by the appropriate ASU entity if additional documentation is needed.

Service ProviderTimeQuantity

Resource

Room Setup

Theater Style for 30

MU Equipment

1

Data Projector Coconino

1

Podium Coconino

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

Service ProviderTimeQuantity

Resource

Room Setup

Classroom for 20

ASU Catering - Food and Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment

1

HD Display Gila

Monday, Sep 11, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 PM	8:00 PM	10:00 PM	11:00 PM >	MU 085 Union Stage	(F4432) - TBA Comedy Live Shows	TBA Comedy Taylor Smith, 480-438-7690	AV	Confirmed - Reservation Booked
Customer Access Time: 6:00 PM								

Service ProviderTimeQuantityResource**Room Setup**

Theater Style for 100

MU Equipment

1

Monitor Mobile Union Stage (HDMI)

70" screen on cart,

1

Podium Union Stage

1

Sound System Union Stage

2 speakers with microphone and stereo mini cord

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 5:30 PM	6:00 PM	8:00 PM	8:30 PM >	MU 223 Yavapai	(C9259) - One Love at ASU - Tempe General Meetings	ONE LOVE AT ASU Alyssea Immonen, 480-659-9519	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 10

MU Equipment

1

HD Display Yavapai

1

Phone Conference Cisco Yavapai

480-727-1279

1

Dry Erase Board Portable Small w/markers

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

Monday, Sep 11, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:30 PM	7:00 PM	8:15 PM	9:15 PM >	MU 230 Pima	(J7243) - LSP Meetings	LEADERSHIP SCHOLARSHIP PROGRAM LARA KLINKNER, 480-965-9139	AV	Confirmed - Reservation Booked
Customer Access Time: 6:30 PM								

Service ProviderTimeQuantityResource**Room Setup**

Theater Style for 1

MU Equipment

1

Data Projector Pima

1

Microphone/Pima HH Wireless

1

Podium Pima w/ mic

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 7:00 PM	7:30 PM	9:00 PM	9:30 PM >	MU 240 Navajo	(Z6677) - Chapter Meeting	LAMBDA SIGMA UPSILON Luis Reyes, 6232580134	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 25

MU Equipment

1

HD Display Navajo

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 7:10 PM	8:00 PM	10:30 PM	11:00 PM >	MU 225 Yuma	(Z1880) - Theta Delta Chi Chapter Meeting	THETA DELTA CHI Riley Witz, 4259195500	DG	Confirmed - Reservation Booked
Customer Access Time: 7:40 PM								

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 25

Monday, Sep 11, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	HD Display Yuma		
					1	Special Event Registry		
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			

< 7:15 PM	7:30 PM	9:30 PM	9:45 PM >	MU 248 Rincon	(F4922) - PASA E-Board Meeting	PHILIPPINE AMERICAN STUDENT ASSOCIATION (PASA) Julia Banez, 4086098956	EA	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 20

MU Equipment

1

Data Projector Rincon

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

8:00 PM	12:00 AM >	MU 220 Turquoise	(M4718) - MU STAFF SET UP	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set-up/Teardown
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Service ProviderTimeQuantityResource**Room Setup**

Other for 250

MU Equipment

33

Chairs Turquoise Ballroom

30

Table 6' Rectangle Turquoise

1

Microphone Lavalier Wireless

Setup Notes

1

Setup Notes

Please make sure AC system has been set to lowest setting night before event. The career fair gets too hot in past years during event.

Monday, Sep 11, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	MU Operations: Anticipated Schedule: Scheduled time for staff to setup Diagram Completed: https://diagram.socialtables.com/diagram/1a127453-7ed3-4765-8738-1481706f5198 Additional Notes: Please place 1 chair next to each door per diagram		
	8:00 PM	12:00 AM		MU 221 Arizona	(M4718) - MU STAFF SET UP	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set-up/Teardown
<u>Service Provider</u>		<u>Time</u>		<u>Quantity</u>	<u>Resource</u>			
Room Setup					Other for 500			
MU Equipment				2	Dry Erase Board Portable Large w/markers 6' X 4'			
				10	Easel Plastic			
				15	Sign Stanchion 8.5.x 11, aluminum			
				49	Line Stanchions - Memorial Union			
				1	Microphone Lavalier Wireless			
				53	Chairs Arizona & Ventana			
				46	Table 6' Rectangle Ballroom			
				2	Drape 19' Maroon			
				1	Drape 13' Maroon			
Setup Notes				1	Setup Notes <i>Please make sure AC system has been set to lowest setting night before event. The career fair gets too hot in past years during event.</i>			
					1	MU Operations: Anticipated Schedule: Setup from 7am-11:30am, registration from 10:50am-4:30pm, and event to go until 5pm, but cleanup to end 8pm (possibly earlier) Diagram Completed: https://diagram.socialtables.com/diagram/6a8b6b47-0eb5-4f30-931c-3a8a607b7acd		

Monday, Sep 11, 2023
Memorial Union

Setup Start End Teardown Room Event Organization/Contact EC Status

Additional Notes: Client requested 2-12 outlet extensions cords
- 4 draped check-in tables with 2 chairs each
-1 draped rectangle with 2 chairs next to check-in tables per diagram
-1 lavalier microphone
-Place 1 chair by each entrance inside the room per diagram.

8:00 PM	12:00 AM	MU 241 Ventana	(M4718) - MU STAFF SET UP	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set-up/Teardown
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Service Provider	Time	Quantity	Resource
Room Setup			Other for 500
MU Equipment		1	Microphone Lavalier Wireless
		43	Chairs Arizona & Ventana
		40	Table 6' Rectangle Ballroom
Setup Notes		1	Setup Notes
			<i>Please make sure AC system has been set to lowest setting night before event. The career fair gets too hot in past years during event.</i>
		1	MU Operations: Anticipated Schedule: Scheduled setup time for MU staff Diagram Completed: https://diagram.socialtables.com/diagram/e75311bb-4dcf-4449-930d-4a90dc8b1bed Additional Notes: Tabling layout please setup based on diagram -1 lavalier microphone -1 chair next to each door per diagram

9:00 PM	12:00 AM	MU 202 Alumni Lounge	(M4718) - MU STAFF SET UP	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set-up/Teardown
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Service Provider	Time	Quantity	Resource
Room Setup			Other for 100



Monday, Sep 11, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	Food and Beverage Anticipated - Memorial Union		
						The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.		
						To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).		
					9	Chairs Alumni Lounge		
					1	Data Projector Alumni Lounge		
					4	Table 6' Rectangle Alumni		
					1	Microphone Lavalier Wireless		
					1	Setup Notes		
						Please make sure AC system has been set to lowest setting night before event. The career fair gets too hot in past years during event.		
					1	MU Operations:		
						Anticipated Schedule: Blocked off time for setup		
						Diagram Completed: https://diagram.socialtables.com/diagram/a3747615-2e5b-4fc9-8f27-fed925274687		
						Additional Notes: Please place 1 chair next to each door (total of 2) -1 Lavalier microphone		

9:00 PM	12:00 AM	MU 229 Santa Cruz	(M4718) - Staff Setup	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set-up/Teardown
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Service Provider	Time	Quantity	Resource
Room Setup			U-Shape for 25
MU Equipment		1	HD Display Santa Cruz



Monday, Sep 11, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	10:00 PM	12:00 AM		MU 242 La Paz	(M4718) - MU STAFF SET UP	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set-up/Teardown

Room Diagram

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 60
Setup Notes		1	Setup Notes Please make sure AC system has been set to lowest setting night before event. The career fair gets too hot in past years during event.
		1	MU Operations: Anticipated Schedule: Diagram Completed: https://diagram.socialtables.com/diagram/2e2f6ad5-661e-43f6-9de2-467ec6166595 Additional Notes: 4 rectangles with 2 chairs each -1 row of 10 chairs

Tuesday, Sep 12, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 AM	7:00 AM	11:00 PM		MU 202 Alumni Lounge	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Other for 100

ASU Catering - Food and Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment

9

Chairs Alumni Lounge

1

Data Projector Alumni Lounge

4

Table 6' Rectangle Alumni

1

Microphone Lavalier Wireless

Setup Notes

1

MU Operations:

Anticipated Schedule: Blocked off time for setup

Diagram Completed: <https://diagram.socialtables.com/diagram/a3747615-2e5b-4fc9-8f27-fed925274687>

Additional Notes: Please place 1 chair next to each door (total of 2)
-1 Lavalier microphone

< 5:00 AM	7:00 AM	11:00 PM		MU 206 Copper	(M4718) - FULTON SCHOOLS ENGINEERING FAIR, FALL 2021 - storage	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 12

MU Equipment

1

HD Display Copper

Setup Notes

1

MU Operations:

Tuesday, Sep 12, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Anticipated Schedule: Room to be used as a mail room.								
< 5:00 AM	7:00 AM	11:00 PM		MU 207 Gold Room	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
<div> <div>Service Provider</div> <div>Room Setup</div> <div>ASU Catering - Food and Beverage Anticipated</div> </div>								
<div> <div>Time</div> <div></div> </div>								
<div> <div>Quantity</div> <div>1</div> </div>								
<div> <div>Resource</div> <div>Other for 50</div> <div>Food and Beverage Anticipated - Memorial Union</div> <div>The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.</div> <div>To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).</div> </div>								
<div> <div>MU Equipment</div> </div>								
<div> <div>1</div> <div>Data Projector Gold</div> </div>								
<div> <div>1</div> <div>Display Maroon and Gold</div> </div>								
<div> <div>VGA connection</div> </div>								
<div> <div>1</div> <div>Microphone/Gold HH Wireless</div> </div>								
<div> <div>1</div> <div>Podium Gold</div> </div>								
<div> <div>Setup Notes</div> </div>								
<div> <div>1</div> <div>MU Operations:</div> <div>Anticipated Schedule: Setup 7am-11:30am, event 11:30am-5pm, and cleanup 5:30pm-11pm (may end sooner)</div> <div>Diagram Completed:https://diagram.socialtables.com/diagram/318a6927-96de-470d-bef7-6737214b7e86</div> <div>Additional notes: 1 chair next to each door per diagram</div> </div>								
< 5:00 AM	7:00 AM	11:00 PM		MU 208 Chrysocola	(M4718) - FULTON SCHOOLS ENGINEERING FAIR, FALL 2019 - storage	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
<div> <div>Service Provider</div> <div>Room Setup</div> <div>MU Equipment</div> </div>								
<div> <div>Time</div> <div></div> </div>								
<div> <div>Quantity</div> <div>1</div> </div>								
<div> <div>Resource</div> <div>Boardroom Style for 12</div> <div>HD Display Chrysocola</div> </div>								

Tuesday, Sep 12, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Setup Notes					1	MU Operations: Anticipated Schedule: Room to be used as a storage room		
< 5:00 AM	7:00 AM	11:00 PM		MU 220 Turquoise	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Other for 250

MU Equipment

33

Chairs Turquoise Ballroom

30

Table 6' Rectangle Turquoise

1

Microphone Lavalier Wireless

Setup Notes

1

MU Operations:

Anticipated Schedule: Setup from 7am-11:30am, event from 11:30am-5pm, and cleanup from 5pm-11pm

Diagram Completed: <https://diagram.socialtables.com/diagram/1a127453-7ed3-4765-8738-1481706f5198>

Additional Notes: Please place 1 chair next to each door per diagram

< 5:00 AM	7:00 AM	11:00 PM		MU 221 Arizona	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Other for 500

MU Equipment

10

Easel Plastic

2

Dry Erase Board Portable Large w/markers
6' X 4'

15

Sign Stanchion 8.5.x 11, aluminum

49

Line Stanchions - Memorial Union

1

Microphone Lavalier Wireless

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Setup Notes					53	Chairs Arizona & Ventana		
					46	Table 6' Rectangle Ballroom		
					2	Drape 19' Maroon		
					1	Drape 13' Maroon		
					1	MU Operations:		
					Anticipated Schedule: Setup from 7am-11:30am, registration from 10:50am-4:30pm, and event to go until 5pm, but cleanup to end 8pm (possibly earlier)			
					Diagram Completed: https://diagram.socialtables.com/diagram/6a8b6b47-0eb5-4f30-931c-3a8a607b7acd			
					Additional Notes: Client requested 2-12 outlet extensions cords - 4 draped check-in tables with 2 chairs each -1 draped rectangle with 2 chairs next to check-in tables per diagram -1 lavalier microphone -Place 1 chair by each entrance inside the room per diagram.			
< 5:00 AM	7:00 AM	11:00 PM		MU 224 Gila	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
<u>Service Provider</u>			<u>Time</u>		<u>Quantity</u>	<u>Resource</u>		
Room Setup						Other for 30		
ASU Catering - Food and Beverage Anticipated					1	Food and Beverage Anticipated - Memorial Union		
					The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.			
					To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			
MU Equipment					3	Table 30" Round Cocktail		
Setup Notes					1	MU Operations:		
					Anticipated Schedule: Setup 7am-11:30am- event from 11:30am-5pm, and cleanup from 5pm-11pm (may end sooner)			

Diagram Completed: <https://diagram.socialtables.com/diagram/f41c6e46-a523-4f06-9c5d->

Tuesday, Sep 12, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					bae99d65afdc			
Additional Notes: Client requested 3 cocktail tables								
< 5:00 AM	7:00 AM	11:00 PM		MU 226 Graham	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
			<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>		
			Room Setup			Other for 32		
			ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union		
						The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.		
						To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).		
			Setup Notes		1	MU Operations:		
						Anticipated Schedule: Setup 7am-11:30am- event from 11:30am-5pm, and cleanup from 5pm-11pm (may end sooner)		
						Diagram Completed: https://diagram.socialtables.com/diagram/070d20ed-ccec-4523-8477-881fa32e8016		
< 5:00 AM	7:00 AM	11:00 PM		MU 227 Pinal	(M4718) - FULTON SCHOOLS ENGINEERING FAIR, FALL 2019	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
			<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>		
			Room Setup			Individual Rectangle Tables for 24		
< 5:00 AM	7:00 AM	11:00 PM		MU 228 Cochise	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
			<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>		
			Room Setup			Other for 80		



Tuesday, Sep 12, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 AM	7:00 AM	11:00 PM		MU 229 Santa Cruz	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 25

MU Equipment

1

HD Display Santa Cruz

< 5:00 AM	7:00 AM	11:00 PM		MU 230 Pima	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Regular for 150

< 5:00 AM	7:00 AM	11:00 PM		MU 238 Apache	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Individual Rectangle Tables for 24

ASU Catering - Food and Beverage Anticipated

1

Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

< 5:00 AM	7:00 AM	11:00 PM		MU 240 Navajo	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

U-Shape for 30

1

Food and Beverage Anticipated - Memorial Union

Tuesday, Sep 12, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
ASU Catering - Food and Beverage Anticipated					The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.			
					To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			

< 5:00 AM	7:00 AM	11:00 PM		MU 241 Ventana	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 500
MU Equipment		1	Microphone Lavalier Wireless
		43	Chairs Arizona & Ventana
		40	Table 6' Rectangle Ballroom
Setup Notes		1	MU Operations: Anticipated Schedule: Setup from 7am-11:30am, event from 11:30am-5pm, and cleanup from 5pm-11pm (may end sooner) Diagram Completed: https://diagram.socialtables.com/diagram/e75311bb-4dcf-4449-930d-4a90dc8b1bed Additional Notes: Tabling layout please setup based on diagram -1 lavalier microphone -1 chair next to each door per diagram

< 5:00 AM	7:00 AM	11:00 PM		MU 242 La Paz	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Room Diagram

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 60
		1	Food and Beverage Anticipated - Memorial Union



Tuesday, Sep 12, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
ASU Catering - Food and Beverage Anticipated					The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.			
Setup Notes					To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			
					MU Operations:			
					Anticipated Schedule:			
					Diagram Completed: https://diagram.socialtables.com/diagram/2e2f6ad5-661e-43f6-9de2-467ec6166595			
					Additional Notes: 4 rectangles with 2 chairs each -1 row of 10 chairs			

< 5:00 AM	7:00 AM	11:00 PM		MU 246 Coconino	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource
Room Setup Rounds for 30

< 5:00 AM	7:00 AM	11:00 PM		MU 299 2nd Floor Registration Area	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource
Room Setup Regular for 1

< 7:15 AM	8:00 AM	2:15 PM	2:45 PM >	MU 210 Plata	(R2019) - ASUPD AZELLA Testing	ASU Digital Prep Amanda Rupert, 724-525-6124	DG	Confirmed - Reservation Booked
Customer Access Time: 7:45 AM								

Service Provider Time Quantity Resource
Room Setup Boardroom Style for 15
MU Equipment 1 HD Display Plata

Tuesday, Sep 12, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	Phone Conference Cisco Plata 480-727-1268		
					1	Special Event Registry This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date. You will be contacted by the appropriate ASU entity if additional documentation is needed. https://eventreg.asu.edu		

< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource

Room Setup

Other for 1

Notes

Please make sure room is clean for client use.

	11:00 AM	11:30 AM		Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource

Room Setup

Other for 1

Setup Notes

1

Internal Notes

Please make sure space is cleaned before each use

< 11:45 AM	12:00 PM	1:30 PM		MU L1-35 Maricopa	(T5777) - Sun Devil Employees for Christ	ASU Staff Christian Fellowship Erica Day, 480 965.3253	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource

Room Setup

Boardroom Style for 15

MU Equipment

1

Dry Erase Board Maricopa w/markers

South wall of room is a white board

1

HD Display Maricopa

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	Phone Conference Polycom Maricopa		
					1	Special Event Registry		
						This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.		
						You will be contacted by the appropriate ASU entity if additional documentation is needed.		
						https://eventreg.asu.edu		
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
					<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
					Room Setup			Other for 1
	2:00 PM	2:30 PM		Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
					<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
					Room Setup			Other for 1
					Setup Notes		1	Internal Notes
						Please make sure space is cleaned before each use		
< 4:00 PM	6:00 PM	8:00 PM	9:00 PM >	MU 085 Union Stage	(X5340) - FMA/Career Services Finance Career Fair Preparations	FINANCIAL MANAGEMENT ASSOC. Elijah Hamstra, 602-679-7449	EA	Confirmed - Reservation Booked
				Customer Access Time: 5:00 PM				
					<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
					Room Setup			Individual Rectangle Tables for 50
					ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union
						The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.		
						To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).		
					MU Equipment		1	Monitor Mobile Union Stage (HDMI)

Tuesday, Sep 12, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					70" screen on cart,			
				1	Podium Union Stage			
				1	Sound System Union Stage			
					2 speakers with microphone and stereo mini cord			
				13	Table 6' Rectangle Union Stage			
				1	Special Event Registry			
					This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.			
					You will be contacted by the appropriate ASU entity if additional documentation is needed.			
					https://eventreg.asu.edu			
				1	MU Operations:			
					Additional Notes: 4 chairs per table			

5:00 PM	5:30 PM	Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
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Service Provider	Time	Quantity	Resource
Room Setup			Other for 1
Setup Notes		1	Internal Notes
			Please make sure space is cleaned before each use

< 5:30 PM	6:00 PM	7:00 PM	7:30 PM >	MU 210 Plata	(B7559) - Devils in the Bedroom Meeting	DEVILS IN THE BEDROOM Emma Ison, 4806864093	EA	Confirmed - Reservation Booked
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Service Provider	Time	Quantity	Resource
Room Setup			Boardroom Style for 10
MU Equipment		1	HD Display Plata
Reminders		1	Special Event Registry
			This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.
			You will be contacted by the appropriate ASU entity if additional documentation is needed.



Tuesday, Sep 12, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					https://eventreg.asu.edu			
< 5:30 PM	6:00 PM	10:00 PM		MU 248 Rincon	(A4501) - Alpha Phi Gamma Chapter Meeting	ALPHA PHI GAMMA Martina Montero	DG	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 20
MU Equipment		1	Data Projector Rincon
Reminders		1	Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 5:30 PM	6:00 PM	10:00 PM	10:30 PM >	MU 225 Yuma	(D2911) - Hindu YUVA - Core Force Meeting	HINDU YUVA Nandini Bhatt, 602-831-4615	DG	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 20
MU Equipment		1	HD Display Yuma

Wednesday, Sep 13, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 AM	7:00 AM	8:00 PM		MU 221 Arizona	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX, Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Other for 500

MU Equipment

2

Dry Erase Board Portable Large w/markers
6' X 4'

10

Easel Plastic

15

Sign Stanchion 8.5.x 11, aluminum

49

Line Stanchions - Memorial Union

1

Microphone Lavalier Wireless

53

Chairs Arizona & Ventana

46

Table 6' Rectangle Ballroom

2

Drape 19' Maroon

1

Drape 13' Maroon

Setup Notes

1

MU Operations:

Anticipated Schedule: Setup from 7am-11:30am, registration from 10:50am-4:30pm, and event to go until 5pm, but cleanup to end 8pm (possibly earlier)

Diagram Completed: <https://diagram.socialtables.com/diagram/6a8b6b47-0eb5-4f30-931c-3a8a607b7acd>

Additional Notes: Client requested 2-12 outlet extensions cords
 - 4 draped check-in tables with 2 chairs each
 -1 draped rectangle with 2 chairs next to check-in tables per diagram
 -1 lavalier microphone
 -Place 1 chair by each entrance inside the room per diagram.

< 5:00 AM	7:00 AM	9:00 PM		MU 241 Ventana	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX, Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource

Wednesday, Sep 13, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					Other for 500			
					Microphone Lavalier Wireless			
				1	Chairs Arizona & Ventana			
				47	Table 6' Rectangle Ballroom			
				42	Drape 13' Maroon			
				1	MU Operations:			
				1	Anticipated Schedule: Setup from 7am-11:30am, event from 11:30am-5pm, and cleanup from 5pm-9pm (may end sooner)			
					Diagram Completed: https://diagram.socialtables.com/diagram/c30c7137-ddd4-40b7-b00e-66681d65a628			
					Additional Notes: Tabling layout please setup based on diagram			
					-1 lavalier microphone			
					-1 chair next to each door per diagram			
					- 2 draped rectangles with 2 chairs each for check-in on left side entrance to ballroom per diagram			

< 5:00 AM	7:00 AM	11:00 PM	MU 202 Alumni Lounge	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX, Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 100
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union
			The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.
			To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).
MU Equipment		9	Chairs Alumni Lounge
		1	Data Projector Alumni Lounge
		4	Table 6' Rectangle Alumni
		1	Microphone Lavalier Wireless
Setup Notes		1	MU Operations:

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Anticipated Schedule: Blocked off time for setup								
Diagram Completed: https://diagram.socialtables.com/diagram/a3747615-2e5b-4fc9-8f27-fed925274687								
Additional Notes: Please place 1 chair next to each door (total of 2) -1 Lavalier microphone								

< 5:00 AM	7:00 AM	11:00 PM		MU 206 Copper	(M4718) - FULTON SCHOOLS ENGINEERING FAIR, FALL 2021 - storage	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource

Room Setup			Boardroom Style for 12
MU Equipment		1	HD Display Copper
Setup Notes		1	MU Operations:

Anticipated Schedule: Room to be used as a mail room.

< 5:00 AM	7:00 AM	11:00 PM		MU 207 Gold Room	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource

Room Setup			Other for 50
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

MU Equipment		1	Data Projector Gold
		1	Display Maroon and Gold VGA connection
		1	Microphone/Gold HH Wireless

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1	Podium Gold		
					1	MU Operations:		
						Anticipated Schedule: Setup 7am-11:30am, event 11:30am-5pm, and cleanup 5:30pm-11pm (may end sooner)		
						Diagram Completed: https://diagram.socialtables.com/diagram/318a6927-96de-470d-bef7-6737214b7e86		
						Additional notes: 1 chair next to each door per diagram		

< 5:00 AM	7:00 AM	11:00 PM		MU 208 Chrysocola	(M4718) - FULTON SCHOOLS ENGINEERING FAIR, FALL 2019 - storage	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 12

MU Equipment

1

HD Display Chrysocola

Setup Notes

1

MU Operations:

Anticipated Schedule: Room to be used as a storage room

< 5:00 AM	7:00 AM	11:00 PM		MU 220 Turquoise	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Other for 250

MU Equipment

33

Chairs Turquoise Ballroom

30

Table 6' Rectangle Turquoise

1

Microphone Lavalier Wireless

Setup Notes

1

MU Operations:

Anticipated Schedule: Setup from 7am-11:30am, event from 11:30am-5pm, and cleanup from 5pm-11pm

Diagram Completed: <https://diagram.socialtables.com/diagram/1a127453-7ed3-4765-8738->

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					1481706f5198			

Additional Notes: Please place 1 chair next to each door per diagram

< 5:00 AM	7:00 AM	11:00 PM		MU 224 Gila	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 30
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union
			The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.
			To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).
MU Equipment		3	Table 30" Round Cocktail
Setup Notes		1	MU Operations:
			Anticipated Schedule: Setup 7am-11:30am- event from 11:30am-5pm, and cleanup from 5pm-11pm (may end sooner)
			Diagram Completed: https://diagram.socialtables.com/diagram/f41c6e46-a523-4f06-9c5d-bae99d65afdc
			Additional Notes: Client requested 3 cocktail tables

< 5:00 AM	7:00 AM	11:00 PM		MU 226 Graham	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 32
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union
			The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).			
Setup Notes					1	MU Operations: Anticipated Schedule: Setup 7am-11:30am- event from 11:30am-5pm, and cleanup from 5pm-11pm (may end sooner) Diagram Completed: https://diagram.socialtables.com/diagram/070d20ed-ccec-4523-8477-881fa32e8016		
< 5:00 AM	7:00 AM	11:00 PM		MU 227 Pinal	(M4718) - FULTON SCHOOLS ENGINEERING FAIR, FALL 2019	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
			<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>		
			Room Setup		Individual Rectangle Tables for 24			
< 5:00 AM	7:00 AM	11:00 PM		MU 228 Cochise	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
			<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>		
			Room Setup		Other for 80			
< 5:00 AM	7:00 AM	11:00 PM		MU 229 Santa Cruz	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
			<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>		
			Room Setup		U-Shape for 25			
			MU Equipment		1	HD Display Santa Cruz		
< 5:00 AM	7:00 AM	11:00 PM		MU 230 Pima	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
			<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>		

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Room Setup					Regular for 150			
< 5:00 AM	7:00 AM	11:00 PM		MU 238 Apache	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
Service Provider			Time	Quantity	Resource			
Room Setup					Individual Rectangle Tables for 24			
ASU Catering - Food and Beverage Anticipated				1	Food and Beverage Anticipated - Memorial Union			
The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.								
To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).								
< 5:00 AM	7:00 AM	11:00 PM		MU 240 Navajo	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
Service Provider			Time	Quantity	Resource			
Room Setup					U-Shape for 30			
ASU Catering - Food and Beverage Anticipated				1	Food and Beverage Anticipated - Memorial Union			
The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.								
To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).								
< 5:00 AM	7:00 AM	11:00 PM		MU 246 Coconino	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
Service Provider			Time	Quantity	Resource			
Room Setup					Rounds for 30			

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 AM	7:00 AM	11:00 PM		MU 299 2nd Floor Registration Area	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Regular for 1

< 7:00 AM	9:00 AM	9:00 PM		MU 242 La Paz	(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
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Room Diagram

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Other for 60
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union

The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use.

To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).

Setup Notes	1	MU Operations: Anticipated Schedule: Diagram Completed: https://diagram.socialtables.com/diagram/2e2f6ad5-661e-43f6-9de2-467ec6166595 Additional Notes: 4 rectangles with 2 chairs each -1 row of 10 chairs
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< 7:00 AM	8:00 AM	10:00 PM	11:00 PM >	MU 225 Yuma	(U0468) - Internship Fair Mail Services	Career and Professional Development Services (CPDS) - Tempe Emily Thompson,KORRIE GERNERT, 6025435066	AM,AV	Confirmed - Reservation Booked
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<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
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Wednesday, Sep 13, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Room Setup					U-Shape for 30			
Setup Notes					1 Internal Notes			
					Career Fair Mail Room No A/V Needed			

< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
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< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource
Room Setup Other for 1
Notes
Please make sure room is clean for client use.

< 11:45 AM	12:00 PM	12:30 PM	12:45 PM >	Lactation Room #41	(N6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
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< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
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Service Provider Time Quantity Resource
Room Setup Other for 1

< 3:10 PM	3:30 PM	5:15 PM	5:30 PM >	MU 248 Rincon	(P7882) - Selection Info Session	DEVILS' ADVOCATES Asher Baptista, 9166638501	EA	Details Pending - Reservation Booked
Customer Access Time: 3:25 PM								

Service Provider Time Quantity Resource
Room Setup Boardroom Style for 20

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 4:00 PM	6:00 PM	8:00 PM	9:00 PM >	MU 085 Union Stage	(X5340) - FMA/Career Services Finance Career Fair Preparations	FINANCIAL MANAGEMENT ASSOC. Elijah Hamstra, 602-679-7449	EA	Confirmed - Reservation Booked
Customer Access Time: 5:00 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Individual Rectangle Tables for 50
ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticipated - Memorial Union The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage needs. Other food and beverage vendors are not permitted for use. To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).
MU Equipment		1	Monitor Mobile Union Stage (HDMI)
			70" screen on cart,
		1	Podium Union Stage
		1	Sound System Union Stage
			2 speakers with microphone and stereo mini cord
		13	Table 6' Rectangle Union Stage
Reminders		1	Special Event Registry This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date. You will be contacted by the appropriate ASU entity if additional documentation is needed. https://eventreg.asu.edu
Setup Notes		1	MU Operations: Additional Notes: 4 chairs per table

< 4:45 PM	6:00 PM	7:00 PM	8:00 PM >	MU L1-33 Hohokam	(G1783) - Devils 4 Devils Club Meeting	Devils 4 Devils Robert Carbajal, 6232776164	EA	Confirmed - Reservation Booked
Customer Access Time: 5:45 PM								

<u>Service Provider</u>	<u>Time</u>	<u>Quantity</u>	<u>Resource</u>
Room Setup			Boardroom Style for 14
MU Equipment		1	HD Display Hohokam

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 PM	6:00 PM	7:30 PM	8:30 PM >	MU L1-35 Maricopa	(C1577) - AFSA Executive Board Meetings	AFRICAN STUDENT ASSOCIATION Haroni Sahilu, 605-940-8633	EA	Confirmed - Reservation Booked

Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 15

MU Equipment

1

Dry Erase Board Maricopa w/markers

South wall of room is a white board

1

HD Display Maricopa

1

Phone Conference Polycom Maricopa

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

< 6:00 PM	6:30 PM	8:00 PM	8:15 PM >	MU 248 Rincon	(A4108) - General Body Meeting	She's the First at ASU Sydney Hott, 480-652-0601	DG	Confirmed - Reservation Booked
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Service ProviderTimeQuantityResource**Room Setup**

Boardroom Style for 20

MU Equipment

1

Data Projector Rincon

Reminders

1

Special Event Registry

This event is required to submit a form to the University Special Event Registry 30 days prior to the event, or on the day of booking if less than 30 days before the event date.

You will be contacted by the appropriate ASU entity if additional documentation is needed.

<https://eventreg.asu.edu>

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Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	8:00 PM	11:00 PM		MU 221 Arizona	(U0468) - MU Staff Setup	Career and Professional Development Services (CPDS) - Tempe Emily Thompson,KORRIE GERNERT, 6025435066	AM,AV	MU/STPV Staff Set-up/Teardown

Service ProviderTimeQuantityResource**Room Setup**

Other for 1

Setup Notes

1

Internal Notes

50 rectangle tables in info fair style setup with 2 chairs each

Anticipated Schedule:
 Client Arrival 8:30am
 Vendor Arrival 10:30am
 Event Start: 1:00pm
 Event End: 4:00pm
 Clean-Up End: 4:30pm

	9:00 PM	12:00 AM ➤		MU 241 Ventana	(U0468) - MU Staff Setup	Career and Professional Development Services (CPDS) - Tempe Emily Thompson,KORRIE GERNERT, 6025435066	AM,AV	MU/STPV Staff Set-up/Teardown
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Service ProviderTimeQuantityResource**Room Setup**

Other for 1

Setup Notes

1

Internal Notes

Ventana AB and C will be used. Follow diagrams for setup:

<https://diagram.socialtables.com/diagram/369d6d8e-b85d-4926-a9e7-42f231a1a154>
<https://diagram.socialtables.com/diagram/8a0f3c88-b11a-4439-807b-dcedd5a79eec>

	9:00 PM	12:00 AM ➤		MU 242 La Paz	(U0468) - MU Staff Setup	Career and Professional Development Services (CPDS) - Tempe Emily Thompson,KORRIE GERNERT, 6025435066	AM,AV	MU/STPV Staff Set-up/Teardown
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Service ProviderTimeQuantityResource**Room Setup**

Other for 1

Wednesday, Sep 13, 2023
Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
Setup Notes					1	Internal Notes		
						Career Fair Showcase Room		
						Diagram: https://diagram.socialtables.com/diagram/58edc756-57c4-45fc-af52-c9c6f35d3aa2		
						3 rectangle tables needed with 2 chairs each		