Tuesday, Aug 29, 2023 Memorial Union

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

Service Provider	<u>Time</u>	Quantity	<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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Set	ир			Boardroom Style for 16			
	MU Equip	ment		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 Not	es		1	Internal Notes			
					This is a private event. Aramark has	s their temporary office setup in t	his 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
< 8:15 AM	10:00 AM	12:15 PM	1:15 PM >	MU 230 Pima	(C0548) - Air Force ROTC Commissioning	AIR FORCE	IV	Confirmed -
Customer A	ccess Time: 9	9:15 AM			Ceremony	ROTC/AEROSPACE STUDIES Rachael Lamb, 480-965-3181		Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Set	up			Theater Style for 80			
	ASU Cater Logistics	ring - Space		1	Table 6' Rectangle Catering - Memoria	l Union		
					In Back of Room			
	MU Equip	ment		1	Data Projector Pima			
				1	Microphone/Pima HH Wireless			
				1	Podium Pima w/ mic			
				4	Chairs Arizona & Ventana			
	Reminders	S		1	Special Event Registry			
					This event is required to submit a fo event, or on the day of booking if les			30 days prior to the
					You will be contacted by the approp	riate ASU entity if additional doc	umentation	is needed.
					A			D 0 -f 40

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
	Setup Note	es		1	1	https://eventreg.asu.edu Internal Notes Place 4 chairs on stage			
< 8:15 AM	9:00 AM	3:00 PM	3:45 PM >	MU 207 Gold Roo	om	(G9026) - Professional Development Meeting/ NSYSU	GLOBAL LAUNCH AMIELYN DIZA, 7604200001	DG	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>C</u>	Quantity	y <u>Resource</u>			
	Room Setu	ıp				Classroom for 25			
	ASU Cateri Beverage A	ing - Food and Anticipated	d	1	1	Food and Beverage Anticipated - Mem	norial Union		
						The Memorial Union utilizes our inneeds. Other food and beverage ve	house vendor, Sun Devil Hospital endors are not permitted for use.	ity, for all fo	od and beverage
						To discuss food and beverage need 965-6508) or email (asucatering@g		ASU Caterir	ng via phone (480-
	MU Equipn	nent		1	1	Data Projector Gold			
				1	1	Microphone/Gold HH Wireless			
				1	1	Podium Gold			
				g	9	Table 4' x 3' Gold			
				3	3	Dry Erase Board Portable Large w/ma	rkers		
						6' X 4'			
	Reminders			1	1	Special Event Registry			
						This event is required to submit a for event, or on the day of booking if le			30 days prior to the
						You will be contacted by the approp	priate ASU entity if additional doc	umentation	is needed.
						https://eventreg.asu.edu			
	Setup Note	es		1	1	MU Operations:			
						Additional Notes: Classroom style f	for 27. (3 chairs per table)		

Wednesday, Aug 30, 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
	Service Pro	<u>vider</u>	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Setu	р			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
	Service Pro	<u>vider</u>	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Setu	р			U-Shape for 54			
	MU Equipm	nent		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 fo event, or on the day of booking if les	rm to the University Special Ever ss than 30 days before the event	nt Registry 3 date.	0 days prior to the
					You will be contacted by the approp	riate ASU entity if additional doc	umentation i	s 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
< 1:30 PM	3:00 PM	5:15 PM	6:15 PM >	MU 202 Alumni Lounge	(H9031) - Get ready for the career fair CPT	EDUCATIONAL OUTREACH	DG	Confirmed -
Customer Ac	ccess Time: 2	:30 PM			&OPT overview	& STUDENT SERVICES TEMPE Ban Faris, 480-727-2628		Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>Resource</u>			
	Room Setu	р			Theater Style for 60			
	MU Equipm	nent		1	Data Projector Alumni Lounge			

Setup	Start	End	Teardown	Room	į.	Event	Organization/Contact	EC	Status
					1	Microphone/Alumni HH Wireless			
					1	Podium Alumni w/mic			
						VGA and HDMI connection			
	Reminder	s			1	Special Event Registry			
						This event is required to submit a fo event, or on the day of booking if les			30 days prior to the
						You will be contacted by the approp	riate ASU entity if additional doc	umentation	is needed.
						https://eventreg.asu.edu			
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room	n #43 ((D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	Resource			
	Room Set	ир				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
	Service Pro	<u>ovider</u>	<u>Time</u>		<u>Quantity</u>	Resource			
	Room Set	ир				Theater Style for 60			
		ring - Food ar Anticipated	nd		1	Food and Beverage Anticipated - Mem	orial Union		
						The Memorial Union utilizes our in-h needs. Other food and beverage ve		lity, for all fo	ood and beverage
						To discuss food and beverage need 965-6508) or email (asucatering@g		ASU Caterii	ng via phone (480-
	MU Equip	ment			1	Data Projector Pima			
					2	Microphone/Pima HH Wireless			
					1	Podium Pima w/ mic			
	Reminder	s			1	Special Event Registry			
						This event is required to submit a fo event, or on the day of booking if les			30 days prior to the

						nemorial officia			
Setup	Start	End	Teardown	Room	Ever		Organization/Contact	EC	Status
						You will be contacted by the approp	oriate ASU entity if additional doc	umentation i	is needed.
						https://eventreg.asu.edu			
< 3:30 PM Customer A	6:00 PM ccess Time: 5	9:30 PM > :00 PM	9:00 AM >	MU 221 Arizona	(W53	356) - Cultural Greek Open House	MULTICULTURAL GREEK COUNCIL Sadhana Pandari, 4805517070	IV	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quant</u>	tity	Resource			
	Room Setu	р				Other for 250			
	MU Equipm	nent		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 for event, or on the day of booking if les			30 days prior to the
						You will be contacted by the approp	oriate ASU entity if additional doc	umentation i	is needed.
						https://eventreg.asu.edu			
	Setup Note	s		1		MU Operations:			
						Anticipated Schedule: Setup 5pm-6	pm, event from 6pm-9pm, and c	leanup from	9pm-9:30pm
						Diagram Completed: https://diagrama0987f1653f7	n.socialtables.com/diagram/f3d9	5185-84f5-42	2a0-b078-
						Additional Notes: 58 rectangles with	n 2 chairs each in tabling setup,	olease reviev	v diagram
< 4:00 PM	4:30 PM	5:30 PM	6:00 PM >	MU 242 La Paz	(R74 Sess	92) - ONSA General Information ion	Office of National Scholarship Advisement Kaia Johnson, 480-727-8204	DG	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quant</u>	tity	Resource			
	Room Setu	p				U-Shape for 45			

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
	MU Equipr	ment			1	Data Projector Lapaz East			
					1	Microphone/Lapaz HH Wireless			
					1	Podium Lapaz			
	Reminders	5			1	Special Event Registry			
							it a form to the University Special Eve g if less than 30 days before the event		30 days prior to the
						You will be contacted by the a	opropriate ASU entity if additional doc	umentation	is needed.
						https://eventreg.asu.edu			
< 4:00 PM Customer A	5:00 PM	6:15 PM 4:30 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
	Camilaa Dua		Time		Overstit	N. December	1101		Doomou
	Service Pro		<u>Time</u>		<u>Quantit</u>				
	Room Setu	•				U-Shape for 30			
		ing - Food an Anticipated	ıd		1	Food and Beverage Anticipated -	Memorial Union		
	J	·					ur in-house vendor, Sun Devil Hospita ge vendors are not permitted for use.	lity, for all fo	ood and beverage
						To discuss food and beverage 965-6508) or email (asucaterin	needs for your event, please contact g@gmail.com).	ASU Cateri	ng via phone (480-
	MU Equipr	ment			1	HD Display Gila			
	Reminders	8			1	Special Event Registry			
						This event is required to submevent, or on the day of booking	it a form to the University Special Eve g if less than 30 days before the event	nt Registry date.	30 days prior to the
						You will be contacted by the a	opropriate ASU entity if additional doc	umentation	is needed.
						https://eventreg.asu.edu			
< 4:00 PM	5:00 PM	9:00 PM	10:00 PM >	MU 241B Venta	ana B	(E3350) - AKPsi Speed Networking	ALPHA KAPPA PSI Vikram Sahgal, 360-852-2204	IV,EA	Confirmed - Reservation Booked
	Service Pro	ovider	<u>Time</u>		Quantit	y <u>Resource</u>			
	Room Setu	up				Individual Rectangle Tables for 10	08		

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
	ASU Cater Logistics	ring - Space			1	Catering Placement Notes			
						Catering to use 3 tables east wall			
					3	Table 6' Rectangle Catering - Memori	al Union		
	MU Equip	ment			108	Chairs Arizona & Ventana			
					1	Data Projector Ventana B			
					1	Microphone/Ventana B HH Wireless			
					1	Podium Ventana B w/mic			
	Reminders	s			1	Special Event Registry			
						This event is required to submit a fewert, or on the day of booking if le			30 days prior to the
						You will be contacted by the appro	priate ASU entity if additional do	cumentation	is needed.
						https://eventreg.asu.edu			
	Setup Not	es			1	Setup Notes			
						18 rectangle tables with 6 chairs a 108 total chairs.	t each.		
< 4:45 PM	6:00 PM	9:15 PM	10:15 PM >	MU 228 Cochis	е	(E7850) - General Meetings	HISPANIC BUSINESS STUDENTS ASSOCIATION	AV	Confirmed - Reservation
Customer A	ccess Time:	5:45 PM					Anette Cardenas, Michelle Macias, 602-706-3447		Booked
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	<u>Resource</u>			
	Room Set	up				Theater Style for 100			
	ASU Cater Logistics	ring - Space			1	Catering Placement Notes			
						12 FT CREDENZA			
	MU Equip	ment			1	Data Projector Cochise			
					2	Microphone/Cochise HH Wireless			
					1	Podium Cochise w/mic			
	Reminder	s			1	Special Event Registry			
						This event is required to submit a fevent, or on the day of booking if le	form to the University Special Eve ess than 30 days before the even	ent Registry t date.	30 days prior to the

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					You will be contacted by the appr	opriate ASU entity if additional docເ	umentation	is needed.
					https://eventreg.asu.edu	7		
. 5 00 DM	0.00 DM	7.00 DM	0.00 DM	MUOOFY	·	ADMENUAN OTUDENT	D O	0 5 1
< 5:00 PM Customer A	6:00 PM ccess Time: 5	7:30 PM 5:30 PM	8:00 PM >	MU 225 Yuma	(J5309) - General Meetings	ARMENIAN STUDENT ASSOCIATION AT ASU David Vandian, (602) 600- 8946	DG	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	ty <u>Resource</u>			
	Room Setu	ıp			U-Shape for 25			
	MU Equipn	nent		1	HD Display Yuma			
	Reminders	3		1	Special Event Registry			
						form to the University Special Ever less than 30 days before the event		30 days prior to the
					You will be contacted by the appr	opriate ASU entity if additional docu	umentation	is needed.
					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
	6:00 PM ccess Time: 5		7:30 PM >	MU 238 Apache	(R9353) - LSMA + 1st General Meeting		EA	
		5:45 PM	7:30 PM >	MU 238 Apache Quantit			EA	Reservation
	ccess Time: 5	5:45 PM					EA	Reservation
	Service Pro Room Setu ASU Cater	5:45 PM	<u>Time</u>		ty <u>Resource</u>	Rodolfo Quijada, 6027947211	EA	Reservation
	Service Pro Room Setu ASU Cater	ovider up ing - Food an	<u>Time</u>	Quantit	ty <u>Resource</u> U-Shape for 1 Food and Beverage Anticipated - Me The Memorial Union utilizes our i	Rodolfo Quijada, 6027947211		Reservation Booked
	Service Pro Room Setu ASU Cater	ovider up ing - Food an	<u>Time</u>	Quantit	ty Resource U-Shape for 1 Food and Beverage Anticipated - Me The Memorial Union utilizes our i needs. Other food and beverage	Rodolfo Quijada, 6027947211 morial Union n-house vendor, Sun Devil Hospital vendors are not permitted for use. eds for your event, please contact A	ity, for all fo	Reservation Booked
	Service Pro Room Setu ASU Cater	ovider up ing - Food an Anticipated	<u>Time</u>	Quantit	ty Resource U-Shape for 1 Food and Beverage Anticipated - Me The Memorial Union utilizes our i needs. Other food and beverage To discuss food and beverage ne	Rodolfo Quijada, 6027947211 morial Union n-house vendor, Sun Devil Hospital vendors are not permitted for use. eds for your event, please contact A	ity, for all fo	Reservation Booked
Customer A	Service Pro Room Setu ASU Cater Beverage	ovider up ing - Food and Anticipated nent 7:15 PM	<u>Time</u>	Quantit 1	ty Resource U-Shape for 1 Food and Beverage Anticipated - Me The Memorial Union utilizes our i needs. Other food and beverage To discuss food and beverage ne	Rodolfo Quijada, 6027947211 morial Union n-house vendor, Sun Devil Hospital vendors are not permitted for use. eds for your event, please contact A	ity, for all fo	Reservation Booked
Customer A	Service Pro Room Setu ASU Cater Beverage A	5:45 PM ovider up ing - Food and Anticipated nent 7:15 PM 5:45 PM	<u>Time</u> d	Quantit 1	ty Resource U-Shape for 1 Food and Beverage Anticipated - Me The Memorial Union utilizes our i needs. Other food and beverage To discuss food and beverage ne 965-6508) or email (asucatering@ HD Display Apache (W5853) - Devils 4 Devils Club Meeting	Rodolfo Quijada, 6027947211 morial Union n-house vendor, Sun Devil Hospital vendors are not permitted for use. eds for your event, please contact # gmail.com). Devils 4 Devils	ity, for all fo	Reservation Booked ood and beverage ng via phone (480- Confirmed - Reservation

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	Room Setu	ıp			Boardroom Style for 12			
	MU Equipn	nent		1	HD Display Chrysocolla			
				1	Phone Conference Cisco Chrysocolla	1		
					480*727-1224			
	Reminders	i .		1	Special Event Registry			
					This event is required to submit a event, or on the day of booking if I			30 days prior to the
					You will be contacted by the appro	opriate ASU entity if additional do	cumentation	is needed.
					https://eventreg.asu.edu			
< 5:25 PM	6:00 PM	7:00 PM	7:30 PM >	MU 240 Navajo	(P8716) - Leadership Excellence	Leadership Excellence	DG	Confirmed -
Customer A	ccess Time: 5	5:55 PM			Association General Meeting	Association Matthew Torel, 480-665-7115	i	Reservation Booked
	Service Pro	vider	<u>Time</u>	Quant	ity Resource			
	Room Setu				U-Shape for 25			
	MU Equipn	nent		1	HD Display Navajo			
				1	Dry Erase Board Portable Large w/m	arkers		
					6' X 4'			
	Reminders	;		1	Special Event Registry			
					This event is required to submit a event, or on the day of booking if I			30 days prior to the
					You will be contacted by the appro	opriate ASU entity if additional do	cumentation	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
	Service Pro	vider	<u>Time</u>	<u>Quant</u>	ity <u>Resource</u>			
	Room Setu	ıp			Individual Rectangle Tables for 50			
	ASU Cater Beverage	ing - Food and Anticipated	d	1	Food and Beverage Anticipated - Mer	morial Union		

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					The Memorial Union utilizes our in-heeds. Other food and beverage ve		llity, for all fo	od and beverage
					To discuss food and beverage need 965-6508) or email (asucatering@g		ASU Caterir	ng via phone (480-
	MU Equipr	ment		1	Data Projector Gold			
				1	Microphone/Gold HH Wireless			
				1	Podium Gold			
	Reminders	5		1	Special Event Registry			
					This event is required to submit a for event, or on the day of booking if lea			30 days prior to the
					You will be contacted by the approp	oriate ASU entity if additional doc	cumentation	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
	Service Pro	ovider	<u>Time</u>	Quantit	y <u>Resource</u>			
	Room Setu				Boardroom Style for 15			
		пр		1	Boardroom Style for 15 HD Display Copper			
	Room Setu	пр		1	·			
	Room Setu	пр		1 1	HD Display Copper			
	Room Setu	up ment		1 1	HD Display Copper Phone Conference Cisco Copper			
	Room Setu	up ment		1 1	HD Display Copper Phone Conference Cisco Copper 480-727-1223			30 days prior to the
	Room Setu	up ment		1 1	HD Display Copper Phone Conference Cisco Copper 480-727-1223 Special Event Registry This event is required to submit a fo	ss than 30 days before the even	t date.	
	Room Setu	up ment		1 1	HD Display Copper Phone Conference Cisco Copper 480-727-1223 Special Event Registry This event is required to submit a for event, or on the day of booking if less	ss than 30 days before the even	t date.	
< 6:00 PM	Room Setu MU Equipr Reminders	up ment	8:15 PM >	1 1 1 MU 242 La Paz	HD Display Copper Phone Conference Cisco Copper 480-727-1223 Special Event Registry This event is required to submit a for event, or on the day of booking if less You will be contacted by the appropriate to the submit and the	ss than 30 days before the even	t date.	
< 6:00 PM	Room Setu MU Equipr Reminders	ap ment 8:00 PM	8:15 PM > <u>Time</u>	1 1 1 MU 242 La Paz	HD Display Copper Phone Conference Cisco Copper 480-727-1223 Special Event Registry This event is required to submit a for event, or on the day of booking if lest You will be contacted by the approphittps://eventreg.asu.edu (A4108) - General Body Meeting	ss than 30 days before the event priate ASU entity if additional doc She's the First at ASU	t date.	is needed. Confirmed - Reservation
< 6:00 PM	Room Setu MU Equipm Reminders 6:30 PM	ent 8:00 PM ovider			HD Display Copper Phone Conference Cisco Copper 480-727-1223 Special Event Registry This event is required to submit a for event, or on the day of booking if lest You will be contacted by the approphittps://eventreg.asu.edu (A4108) - General Body Meeting	ss than 30 days before the event priate ASU entity if additional doc She's the First at ASU	t date.	is needed. Confirmed - Reservation

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
	MU Equipr	ment			1	Data Projector Lapaz East			
					1	Microphone/Lapaz HH Wireless			
					1	Podium Lapaz			
	Reminders	3			1	Special Event Registry			
						This event is required to submit a feevent, or on the day of booking if le			30 days prior to the
						You will be contacted by the appro	oriate ASU entity if additional doc	umentation	is needed.
						https://eventreg.asu.edu			
< 6:00 PM Customer Ad	7:30 PM ccess Time: 6	10:00 PM 6:30 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
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	Resource			
	Room Setu	ир				U-Shape for 20			
< 6:30 PM	7:00 PM	8:05 PM 6:55 PM	8:35 PM >	MU 230 Pima		(B3113) - Consciousness Club Meetings	consciousness club Caleb Musfeldt, 6024020894	AV	Confirmed - Reservation Booked
	Service Pro	wider	<u>Time</u>		Quantity	Decembe			Dooked
	Room Setu		<u>Time</u>		Quantity	Resource U-Shape for 30			
	MU Equipr	-			1	Data Projector Pima			
	WO Equipi	nem			1	Podium Pima w/ mic			
	Reminders	2			1	Special Event Registry			
	Kemmaere	•			,	This event is required to submit a fe event, or on the day of booking if le			30 days prior to the
						You will be contacted by the appro	oriate ASU entity if additional doc	umentation	is needed.
						https://eventreg.asu.edu			
	Setup Note	es			1	Internal Notes			
						Notes for Memorial Union and Stud	lent Pavilion staff. Not published	on client co	nfirmations.
					1	Internal Notes			
						Note: Group moved to Pima due to	AV issues in Coconino. Underut	lization of s	pace is expected.

Wednesday, Aug 30, 2023 Memorial Union

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 Pro	vider	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Setu	ıp			Boardroom Style for 20			
	MU Equipr	nent		1	HD Display Graham			
				1	Dry Erase Board Portable Large w/ma	arkers		
					6' X 4'			
	Reminders	;		1	Special Event Registry			
					This event is required to submit a fevent, or on the day of booking if le			30 days prior to the
					You will be contacted by the appro	priate ASU entity if additional doc	umentation	is needed.
					https://eventreg.asu.edu			
< 6:50 PM Customer A	7:30 PM ccess Time: 7	8:30 PM 7:20 PM	9:00 PM >	MU 229 Santa Cruz	(R4890) - Circle K International Meeting	CIRCLE K INTERNATIONAL Soledad Romero, 4802541705	EA	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Setu	ıp			U-Shape for 20			
	MU Equipr	nent		1	HD Display Santa Cruz			
	Reminders	;		1	Special Event Registry			
					This event is required to submit a fevent, or on the day of booking if le			30 days prior to the
					You will be contacted by the appro	priate ASU entity if additional doc	umentation	is needed.

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 Pro	<u>ovider</u>	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Set	up			Boardroom Style for 16			
	MU Equip	ment		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 Not	es		1	Internal Notes			
					This is a private event. Aramark has	s their temporary office setup in t	his 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
< 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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Set	up			Classroom for 25			
		ring - Food an Anticipated	d	1	Food and Beverage Anticipated - Mem	orial Union		
					The Memorial Union utilizes our in-h needs. Other food and beverage ve		lity, for all fo	od and beverage
					To discuss food and beverage need 965-6508) or email (asucatering@g		ASU Caterir	ng via phone (480-
	MU Equip	ment		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/mar	kers		
					6' X 4'			
								Page 14 of 135

Thursday, Aug 31, 2023

				Memorial Omon			
Setup	Start En	d Teardown	Room	Event	Organization/Contact	EC	Status
	Reminders		1	Special Event Registry			
				This event is required to subm event, or on the day of booking	it a form to the University Special Ev g if less than 30 days before the eve	vent Registry nt date.	30 days prior to the
				You will be contacted by the a	ppropriate ASU entity if additional do	ocumentation	is needed.
				https://eventreg.asu.edu			
	Setup Notes		1	MU Operations:			
				Additional Notes: Classroom s	tyle 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	<u>Time</u>	Quanti	<u>ty Resource</u>			
	Room Setup			Other for 1			
				Notes			
				Please make sure room is clea	an 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
	11:00 AM 11: Service Provider	30 AM <u>Time</u>			Jacqueline Black-Harding,	AV	Reservation
					Jacqueline Black-Harding,	AV	Reservation
	Service Provider			ty <u>Resource</u>	Jacqueline Black-Harding,	AV	Reservation
	Service Provider Room Setup		Quanti	ty Resource Other for 1	Jacqueline Black-Harding, 480-278-5382	AV	Reservation
< 11:30 AM	Service Provider Room Setup Setup Notes		Quanti	ty <u>Resource</u> Other for 1 Internal Notes	Jacqueline Black-Harding, 480-278-5382	AV	Reservation
< 11:30 AM	Service Provider Room Setup Setup Notes	Time	Quanti 1 MU 242 La Paz	ty <u>Resource</u> Other for 1 Internal Notes Please make sure space is cle (T8295) - NSYSU Graduation Lunch	Jacqueline Black-Harding, 480-278-5382 eaned before each use GLOBAL LAUNCH Erin McCloskey, 480-465-		Reservation Booked Confirmed - Reservation
< 11:30 AM	Service Provider Room Setup Setup Notes 12:00 PM 2:0	Time 0 PM 2:30 PM >	Quanti 1 MU 242 La Paz	ty <u>Resource</u> Other for 1 Internal Notes Please make sure space is cle (T8295) - NSYSU Graduation Lunch	Jacqueline Black-Harding, 480-278-5382 eaned before each use GLOBAL LAUNCH Erin McCloskey, 480-465-		Reservation Booked Confirmed - Reservation
< 11:30 AM	Service Provider Room Setup Setup Notes 12:00 PM 2:0 Service Provider	Time 0 PM 2:30 PM > Time	Quanti 1 MU 242 La Paz	ty Resource Other for 1 Internal Notes Please make sure space is cle (T8295) - NSYSU Graduation Lunch	Jacqueline Black-Harding, 480-278-5382 eaned before each use GLOBAL LAUNCH Erin McCloskey, 480-465- 1826		Reservation Booked Confirmed - Reservation

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 conta	ct ASU Cate	ring via phone (480-

965-6508) or email (asucatering@gmail.com). Catering Placement Notes

ASU Catering - Space Logistics

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 Data Projector Lapaz East

Microphone/Lapaz HH Wireless

Podium Lapaz

Reminders 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

Service Provider Time Quantity Resource

Other for 1 **Room Setup**

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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quan</u>	ntity <u>Resource</u>			
	Room Set	up			Other for 1			
	Setup Not	es		1	Internal Notes			
					Please make sure space is cleaned by	before each use		
< 2:50 PM Customer A	4:00 PM	6:00 PM 3:20 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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quan</u>	ntity Resource			
	Room Set	up			Theater Style for 20			
	ASU Cater Logistics	ring - Space		1	Catering Placement Notes			
	•				CATERING TO USE 14FT CRENDE	ZA		
	MU Equip	ment		1	HD Display Yuma			
< 2:50 PM Customer A	4:00 PM	6:00 PM 3:20 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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quan</u>	<u>ntity</u> <u>Resource</u>			
	Room Set	up			Theater Style for 20			
	MU Equip	ment		1	HD Display Santa Cruz			
< 4:10 PM Customer A	5:00 PM	7:00 PM 4:40 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
	Service Pro	ovider	<u>Time</u>	<u>Quan</u>	ntity <u>Resource</u>			
	Room Set	up			Individual Rectangle Tables for 15			

Thursday, Aug 31, 2023

Setup	Start	End	Teardown	Room	E۱	vent	Organization/Contact	EC	Status
		ing - Food and Anticipated	d	1		Food and Beverage Anticipated - Mem	orial Union		
						The Memorial Union utilizes our in-l needs. Other food and beverage ve		ality, for all fo	od and beverage
						To discuss food and beverage need 965-6508) or email (asucatering@g		ASU Caterii	ng via phone (480-
	MU Equipr	nent		1		HD Display Pinal			
				1		Dry Erase Board Portable Small w/mar	kers		
	Reminders	5		1		Special Event Registry			
						This event is required to submit a for event, or on the day of booking if lea			30 days prior to the
						You will be contacted by the approp	oriate ASU entity if additional doc	cumentation	is needed.
						https://eventreg.asu.edu			
	5:00 PM	5:30 PM		Lactation Room #4	41 (S	67336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Q	uantity	Resource			
	Room Setu	ıb				Other for 1			
	Setup Note	es		1		Internal Notes			
						Please make sure space is cleaned	before each use		
< 5:30 PM Customer A	6:30 PM	7:30 PM 3:00 PM	8:00 PM >	MU 240 Navajo	(C	C6764) - Welcome Event	Blockchain at ASU Revanth Gundala	EA	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Q	uantity	Resource			
	Room Setu	ıp			-	U-Shape for 30			
	MU Equipn	-		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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Set	ир			Rounds for 25			
		ing - Food and Anticipated	d	1	Food and Beverage Anticipated - Mem	orial Union		
					The Memorial Union utilizes our in-houseds. Other food and beverage ve		ity, for all fo	od and beverage
					To discuss food and beverage need 965-6508) or email (asucatering@g	ds for your event, please contact gmail.com).	ASU Caterir	ng via phone (480-
	MU Equip	ment		1	Data Projector Lapaz East			
				1	Microphone/Lapaz HH Wireless			
				1	Podium Lapaz			
	Reminders	5		1	Special Event Registry			
					This event is required to submit a for event, or on the day of booking if les	ss than 30 days before the event	date.	
					You will be contacted by the approp	onate ASO entity if additional doc	umemanom	s needed.
					https://eventreg.asu.edu			
				1	Special Event Registry			
					This event is required to submit a for event, or on the day of booking if les			30 days prior to the
					You will be contacted by the approp	oriate ASU entity if additional doc	umentation i	s needed.
					https://eventreg.asu.edu			
	Setup Not	es		1	Setup Notes			
					Banquet for 50 attendees. 5 rounds with 10 chairs at each.			
< 6:45 PM Customer A	7:30 PM	10:00 PM 7:15 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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	<u>y Resource</u>			
					A mazávo			Dogo 10 of 125

Room Setup

Thursday, Aug 31, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	Room Se	tup			Theater Style for 25			
		ering - Food ar Anticipated	nd	1	Food and Beverage Anticipated - Me	emorial Union		
					The Memorial Union utilizes our i needs. Other food and beverage			food and beverage
					To discuss food and beverage ne 965-6508) or email (asucatering@	•	act ASU Cate	ring via phone (480-
				1	Food and Beverage Anticipated - St	udent Pavilion		
					The Student Pavilion utilizes our needs. Other food and beverage within the Student Pavilion must menu and service options that materials.	vendors are not permitted for us be certified Zero Waste. Our AS	se. Additional	ly, all food service
					To discuss your food and bevera or email (asucatering@gmail.con		Catering via p	hone (480-965-6508)
	MU Equip	oment		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 FO ENTREPRENEURSHIP Jared Byrne, 480.727.9399		MU/STPV Staff Set- up/Teardown
	Service P	rovider	<u>Time</u>	<u>Quant</u>	ity Resource			

Individual Rectangle Tables for 126

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 Pro	<u>vider</u>	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Setu	р			Boardroom Style for 16			
	Setup Note	s		1	MU Operations:			
					Room will be used as a mail room	please do not unlock unless ope	ning for mai	l 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
	Service Pro	<u>vider</u>	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Setu	р			Boardroom Style for 16			
	MU Equipm	nent		1	Dry Erase Board Hohokam w/markers	s		
					South wall of room is a white board	d		
				1	HD Display Hohokam			
				1	Phone Conference Polycom Hohokar	m		
	Setup Note	s		1	Internal Notes			
					This is a private event. Aramark ha	as their temporary office setup in	this room.	
< 7:30 AM	9:00 AM	11:00 AM	12:00 PM >	MU 241BC Ventana	(A8479) - Founders Lab Team Creation	W.P. CAREY CENTER FOR	AV	Confirmed -
Customer Ac	ccess Time: 8	:30 AM		BC	Networking	ENTREPRENEURSHIP Jared Byrne, 480.727.9399		Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>/ Resource</u>			
	Room Setu	р			Individual Rectangle Tables for 126			
	ASU Catering - Food and Beverage Anticipated			1	Food and Beverage Anticipated - Mer	morial Union		
					The Memorial Union utilizes our in needs. Other food and beverage v			ood and beverage
					To discuss food and beverage nee 965-6508) or email (asucatering@		t ASU Cater	ing via phone (480-
		nent		126	Chairs Arizona & Ventana			

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			
	Reminders	;		1	Special Event Registry			
					This event is required to submit a event, or on the day of booking if			30 days prior to the
					You will be contacted by the appro	opriate ASU entity if additional d	ocumentatior	n is needed.
					https://eventreg.asu.edu			
	Setup Note	es		1	Internal Notes			
					21 rectangle tables with 6 seats e	ach		
					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
< 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 Pro	<u>vider</u>	<u>Time</u>	Quanti	ity <u>Resource</u>			
	Room Setu	ıp			Other for 1			
					Notes			
					Please make sure room is clean fo	or 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

Setup	Start	End	Teardown	Room	Eve	ent	Organization/Contact	EC	Status
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D7	748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>ty</u>	Resource			
	Room Setu	ıp				Other for 1			
< 2:00 PM	3:00 PM	4:30 PM	5:30 PM >	MU 228 Cochise	(F40	033) - Fall Welcome Event	International Faculty and Scholars Jessica Anderson, (480)-727- 7125	KC	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>ty</u>	Resource			
	Room Setup					Rounds for 60			
	ASU Cateri Logistics	ing - Space		1		Catering Placement Notes			
						12 FT CREDNEZA			
	MU Equipn	nent		1		Data Projector Cochise			
	4. F			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 for event, or on the day of booking if les			0 days prior to the
						You will be contacted by the appropr	riate ASU entity if additional docu	ımentation i	s needed.
						https://eventreg.asu.edu			
< 3:15 PM	4:00 PM	5:30 PM	6:00 PM >	MU 246 Coconino		375) - Video Game Completionist Club	Video Game Completionist	EA	Confirmed -
Customer A	ccess Time: 3	3:45 PM			We	ekly Meeting	Club Andrew Cuppy, 602-370-6119		Reservation Booked
	Service Pro	vider	<u>Time</u>	<u>Quantit</u>	<u>ty</u>	Resource			
	Room Setu	ıp				U-Shape for 40			
	MU Equipn	nent		1		Data Projector Coconino			
				1		Podium Coconino			

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
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>			
	Room Setu	ıp			Rounds for 100			
	ASU Cater Logistics	ing - Space		1	Catering Placement Notes			
					catering to use 4 tables south wall a	and 1 south west wall		
				5	Table 6' Rectangle Catering - Memoria	l Union		
	MU Equipr	nent		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 for event, or on the day of booking if les			30 days prior to the
					You will be contacted by the approp	oriate ASU entity if additional doc	umentation i	s 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	EA	Confirmed - Reservation
Customer A	ccess Time: 6	5:30 PM				Gabrielle Jones, 602-471- 1257		Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>			
	Room Setu	ıp			Theater Style for 30			
		ing - Food and Anticipated	d	1	Food and Beverage Anticipated - Mem	orial Union		
					The Memorial Union utilizes our in-h needs. Other food and beverage ve		lity, for all fo	od and beverage
					To discuss food and beverage need	ds for your event, please contact	ASU Caterir	ng 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 Equipr	nent			1	Data Projector Gold			
					2	Microphone/Gold HH Wireless			
					1	Podium Gold			
	Reminders	5			1	Special Event Registry			
						This event is required to submit a fewert, or on the day of booking if le			30 days prior to the

https://eventreg.asu.edu

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

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 Pro	<u>vider</u>	<u>Time</u>	Quant	ity <u>Resource</u>			
	Room Setu	ıp			Boardroom Style for 16			
	Setup Note	s		1	MU Operations:			
					Room will be used as a mail room p	lease do not unlock unless oper	ning 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
	Service Pro	<u>vider</u>	<u>Time</u>	Quant	ity <u>Resource</u>			
	Room Setu	ıp			Boardroom Style for 16			
	MU Equipm	nent		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 Note	es .		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	S AV	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Quant	ity <u>Resource</u>			
	Room Setu	ıp			Individual Rectangle Tables for 30			
	MU Equipm	nent		1	HD Display Gila			
	Reminders			1	Special Event Registry			
					This event is required to submit a fo event, or on the day of booking if les			0 days prior to the
					You will be contacted by the approp	riate ASU entity if additional dod	cumentation i	s 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 Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u> Resource</u>						
	Room Set	up			Boardroom Style for 16						
	MU Equip	ment		1	Dry Erase Board Portable Large w/ma	rkers					
	Setup Not	es		1	1 MU Operations:						
					Room will be used as a mail room	olease do not unlock unless ope	ening for mai	l 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			
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u> Resource</u>						
	Room Set	ир			Boardroom Style for 16						
	MU Equip	ment		1	Dry Erase Board Hohokam w/markers						
	мо Ечиршен				South wall of room is a white board						
				1	HD Display Hohokam						
				1	Phone Conference Polycom Hohokam						
	Setup Not	es		1	Internal Notes						
					This is a private event. Aramark ha	s their temporary office setup ir	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			
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantity	<u>Resource</u>						
	Room Set	up			Rounds for 320						
	MU Equip	ment		340	Chairs Arizona & Ventana						
				1	Data Projectors Arizona						
				3	Microphone/Arizona HH Wireless						
				1	Podium Arizona w/mic						
					VGA and HDMI connection						
								Page 28 of 13			

Sunday, Sep 3, 2023

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
					40	Table 6' Round Ballroom			
					6	Table 6' Rectangle Ballroom			
					3	Drape 19' Maroon			
					1	Monitor 55' Mobile			
						Place outside of Arizona next to re	gistration		
					5	Easel Plastic			
	Setup Note	es			1	MU Operations:			
						Additional Notes: Please set room 1pm-6pm.	for client today as they will be c	oming in Mor	day for setup from
					1	MU Operations:			
						Anticipated Schedule: Please set re Day	oom today in order to have clier	t come in for	setup on Labor
						Diagram Completed: https://diagrame8554c90e281 Additional Notes: 40 rounds of 8 chaped tables with 2 chairs each 2 draped rectangles along the backer of the process of th	use as neede	d stream conference	
< 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
	Service Pro	vider	<u>Time</u>		Quantity	Resource			
	Room Setu	ıp				Tabling for 12			
	MU Equipr	nent			28	Chairs Alumni Lounge			
					1	Data Projector Alumni Lounge			
					1	Microphone/Alumni HH Wireless			
					1	Podium Alumni w/mic			

Sunday, Sep 3, 2023

Setup	Start	End	Teardown	Room	Ever	nt	Organization/Contact	EC	Status
						VGA and HDMI connection			
				14		Table 6' Rectangle Alumni			
						Client advised they may request ass	sistance moving rectangles		
				1		Drape 19' Maroon			
	Setup Note	es		1		MU Operations:			
						Anticipated Schedule: Please have	room set today for client to come	e in and setu	p on Labor day.
						Diagram Completed: https://diagram 14cc79eff74e	n.socialtables.com/diagram/84b9	8ade-aa98-4	4791-b6d0-
						Additional Notes: 12 rectangles in th -2 draped check in tables with 2 cha -Client may request assistance mov	irs each outside of the room for	based on di check-in	iagram
< 11:00 AM	1:00 PM	6:00 PM	8:00 PM >	MU 228 Cochise	(W46	663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	MU/STPV Staff Set- up/Teardown
	Service Pro	<u>ovider</u>	<u>Time</u>	Quar	<u>ntity</u>	Resource			
	Room Setu	ир				Individual Rectangle Tables for 48			
	MU Equipr	ment		1		Data Projector Cochise			
				1		Microphone/Cochise HH Wireless			
				1		Podium Cochise w/mic			
	Setup Note	es		1		MU Operations:			
						Anticipated Schedule: Please setup for setup	for client today as client will con	ne in tomorro	ow during labor day
						Diagram Completed: https://diagram 86b7c4f29ec4	n.socialtables.com/diagram/6457	73af-a1e9-4	817-a651-
						Additional Notes: 4 rows of 5 rectangular replace an additional row of 17 chairs			48 seats

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
	Service Pr	<u>ovider</u>	<u>Time</u>		Quantity	<u>Resource</u>			
	Room Set	up				Boardroom Style for 12			
	Setup Not	es			1	MU Operations:			
						Additional Notes: Please set room fo 1pm-6pm.	or client today as they will be cor	ming in Mond	lay for setup from
< 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
	Service Pr	<u>ovider</u>	<u>Time</u>		Quantity	Resource			
	Room Set	up				Other for 60			
	MU Equip	ment			1	Data Projector Lapaz East			
	МО Е цирион				1	Microphone/Lapaz HH Wireless			
					1	Podium Lapaz			
	Setup Not	es			1	MU Operations:			
						Anticipated Schedule: Please set ro	om today as client will be in on L	abor day for	setup
						Diagram Completed: https://diagramae807ca5d77b	n.socialtables.com/diagram/9e87	'81bd-cf11-4	562-9bc8-
						Additional Notes: 10 rectangles of 3 the back of the room for overflow -please add an additional 7 chairs o		airs in theate	er 10 per row in
< 2:00 PM Customer Ad	3:00 PM	6:00 PM 2:45 PM	6:45 PM >	MU 207 Gold R	oom	(L8659) - AEPhi Meetings	ALPHA EPSILON PHI Sivan Plotkin, (516)384-9332	LL	Confirmed - Reservation Booked
			T :		Ougath	December			Dooked
	Service Pr		<u>Time</u>		Quantity				
	Room Setup				1	U-Shape for 40			
	MU Equip	ment			1	Gold Room A/V			

Sunday, Sep 3, 2023

Memorial Union

Setup Start End Teardown Room Event Organization/Contact EC Status

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

Monday, Sep 4, 2023 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					
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>Resource</u>								
	Room Setu	р			Other for 1								
					Notes								
	Please make sure room is clean for client use.												
< 10:45 AM	11:00 AM	12:00 PM 0:45 AM		MU 302B Maroon and Gold (north)	(X0855) - Monthly Aramark Meeting	Student Connection & Community Courtney Smith	SS	Confirmed - Reservation Booked					
	Service Pro	vidor	<u>Time</u>	Quantity	v Pacaurca	Resource							
	Room Setu		<u>111116</u>	Quantit	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					
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>Resource</u>								
	Room Setu	р			Tabling for 12								
	MU Equipm	nent		28	Chairs Alumni Lounge								
				1	Data Projector Alumni Lounge								
				1	Microphone/Alumni HH Wireless								
				1	Podium Alumni w/mic								
					VGA and HDMI connection								
14				14	Table 6' Rectangle Alumni								
					Client advised they may request	assistance moving rectangles							

Monday, Sep 4, 2023

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
					1	Drape 19' Maroon			
	Setup Not	es			1	Internal Notes			
						Charges apply as setting up for I	onger than 2 hours		
					1	MU Operations:			
						Anticipated Schedule: Please en	sure room is set as client will be s	etting room ι	p from 1pm-6pm
						Diagram Completed: https://diag 14cc79eff74e	ram.socialtables.com/diagram/84l	o98ade-aa98	-4791-b6d0-
							n the room with 2 chairs each set chairs each outside of the room fo noving furniture		diagram
< 12:30 PM	1:00 PM	6:00 PM	11:00 PM >	MU 206 Coppe	er	(W4663) - GR Con 2023 Client Setup	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	Resource			
	Room Set	up				Boardroom Style for 16			
	Setup Not	es			1	Internal Notes			
						Charges apply as setting up for l - Client will come in for setup at			
< 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
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	Resource			
	Room Set	up				Boardroom Style for 12			
	Setup Not	es			1	Internal Notes			
	-					Charges apply as setting up for I	onger than 2 hours		
< 12:30 PM	1:00 PM	6:00 PM	11:00 PM >	MU 221 Arizon	a	(W4663) - GR Con 2023 Client Setup	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	ovider	<u>Time</u>		Quantity	<u>Resource</u>			
						∕ mazávo			Page 34 of 11

Monday, Sep 4, 2023

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
	Room Set	tup				Rounds for 320			
	MU Equip	ment			340	Chairs Arizona & Ventana			
					1	Data Projectors Arizona			
					1	Dry Erase Board Portable Larg	ge w/markers		
						6' X 4'			
					3	Microphone/Arizona HH Wirele	ess		
					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 ne	ext to registration		
					5	Easel Plastic			
	Setup Not	tes			1	Internal Notes			
						Charges apply as setting up	o for longer than 2 hours		
					1	MU Operations:			
						Anticipated Schedule: Clien setup with all necessary eq	nt will be coming in for setup from 1pm uipment the night before	-6pm please e	nsure space was
						Diagram Completed: https:/e8554c90e281	//diagram.socialtables.com/diagram/36	6381e87-01b0	-4d68-82a7-
						-Place 3 easels and 5 8.5x1	irs each for registration the back wall facing the stage for AV 11 sign stanchions in room for client to mobile tv monitor to right of the registr tape ion cord and power outlets		

Monday, Sep 4, 2023 Memorial Union

Setup	Start	End	Teardown	Room	Eve	ent	Organization/Contact	EC	Status
< 12:30 PM	1:00 PM	6:00 PM	11:00 PM >	MU 228 Cochise	(W	4663) - GR Con 2023 Client Setup	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quan</u>	tity	Resource			
	Room Setu	ıp				Individual Rectangle Tables for 48			
	MU Equipm	nent		1		Data Projector Cochise			
				1		Microphone/Cochise HH Wireless			
				1		Podium Cochise w/mic			
	Setup Note	s		1		Internal Notes			
						Charges apply as setting up for long	er than 2 hours		
				1		MU Operations:			
						Anticipated Schedule: Client will be	setting up from 1pm-6pm		
					Diagram Completed: https://diagram 86b7c4f29ec4 Additional Notes: 4 rows of 5 rectangular place an additional row of 17 chairs	gles each with 12 seats per row	or a total of		
< 12:30 PM	1:00 PM	6:00 PM	11:00 PM >	MU 242 La Paz	(W	4663) - GR Con 2023 Client Set-up	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Quan	tity	Resource			
	Room Setu	ıp				Other for 60			
	MU Equipm	nent		1		Data Projector Lapaz East			
				1		Microphone/Lapaz HH Wireless			
				1		Podium Lapaz			
	Setup Note	es		1		MU Operations:			
						Anticipated Schedule: Client will be	coming in from 1pm-6pm for setu	ıp	
						Diagram Completed: https://diagramae807ca5d77b	n.socialtables.com/diagram/9e87	81bd-cf11-4	562-9bc8-

Monday, Sep 4, 2023

Memorial Union

Setup Start End Teardown Room Event Organization/Contact EC Status

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

Service Provider Time Quantity Resource

Room Setup Other for 1

Tuesday, Sep 5, 2023 Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 3:45 AM Customer A	7:00 AM	6:00 PM 6:45 AM	11:00 PM >	MU 202 Alumni Lounge	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u>/ Resource</u>			
	Room Setu	up			Tabling for 12			
	MU Equipn	nent		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	t assistance moving rectangles		
				1	Drape 19' Maroon			
	Setup Notes			1	MU Operations:			
					Anticipated Schedule: Client nee 5:30pm, and cleanup from 5:30pm	eds access at 6;45am-7am for setu om-6pm	p, event to ta	ke place from 7am-
					Diagram Completed: https://diag 14cc79eff74e	gram.socialtables.com/diagram/84b	98ade-aa98-	4791-b6d0-
					Additional Notes: 12 rectangles -2 draped check in tables with 2 -Client may request assistance in	in the room with 2 chairs each setu chairs each outside of the room fo moving furniture	p based on d r check-in	iagram
< 3:45 AM Customer A	7:00 AM	6:00 PM 6:45 AM	11:00 PM >	MU 221 Arizona	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	wider	Time	Ougatit	, Posourco			
			<u>Time</u>	Quantity	<u>Resource</u> Rounds for 320			
	Room Setu	-		0.40				
	MU Equipn	nent		340	Chairs Arizona & Ventana			
				1	Data Projectors Arizona			
				3	Microphone/Arizona HH Wireless			

MU Equipment

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	n		
					40	Table 6' Round Ballroom			
					6	Table 6' Rectangle Ballroom			
					3	Drape 19' Maroon			
					1	Monitor 55' Mobile			
						Place outside of Arizona ne	ext to registration		
					5	Easel Plastic			
	Reminders	5			1	CATERING MAY BE REQUIR	RED - MU		
						For food and Beverage que asucatering@gmail.com.	otes please contact ASU Catering at 4	80-965-6508 C)R
	Setup Note	es			1	MU Operations:			
						Anticipated Schedule: Clie and cleanup from 5:30pm-	nt needs access at 6:45 am for setup ι 6pm	ıntil 7am, ever	t from 7am-5:30pm,
						Anticipated Schedule: Clie setup with all necessary ed	nt will be coming in for setup from 1pm quipment the night before	-6pm please e	ensure space was
						Diagram Completed: https e8554c90e281	://diagram.socialtables.com/diagram/36	6381e87-01b0	-4d68-82a7-
						-Place 3 easels and 5 8.5x -Client would like us setup from -Client may request gophe	airs each for registration g the back wall facing the stage for AV x11 sign stanchions in room for client to mobile tv monitor to right of the registrer tape sion cord and power outlets		
< 4:45 AM Customer A	7:00 AM	6:00 PM 6:45 AM	11:00 PM >	MU 228 Cochis	se	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	ovider	Time		Quantity	/ Resource			
	Room Setu		<u>o</u>			Individual Rectangle Tables fo	or 48		
	Room Setup								

Data Projector Cochise

1

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
					1	Microphone/Cochise HH Wireless			
					1	Podium Cochise w/mic			
	Setup Note	es			1	MU Operations:			
						Anticipated Schedule: Client need from 7am-5:30pm and cleanup from 1 cleanup from 2 cleanup from		am for setup,	event to take place
						Diagram Completed: https://diagr 86b7c4f29ec4	am.socialtables.com/diagram/64	5773af-a1e9-	4817-a651-
						Additional Notes: 4 rows of 5 rect -place an additional row of 17 cha			of 48 seats
< 5:45 AM Customer Ad	7:00 AM	6:00 PM 6:45 AM	11:00 PM >	MU 206 Coppe	r	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>		Quantity	y <u>Resource</u>			
	Room Setu	ıp				Boardroom Style for 16			
	MU Equipn	nent			1	HD Display Copper			
< 5:45 AM Customer Ad	7:00 AM	6:00 PM 6:45 AM	11:00 PM >	MU 210 Plata		(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	wider	<u>Time</u>		Quantity	y Resource			
	Room Setu		<u>11110</u>		Quantity	Boardroom Style for 12			
	MU Equipn	•			1	HD Display Plata			
< 6:30 AM	7:00 AM	6:00 PM	11:00 PM >	MU 242 La Paz	2	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	vider	<u>Time</u>		Quantity	y <u>Resource</u>			
	Room Setu	ıp				Other for 60			
	MU Equipn	nent			1	Data Projector Lapaz East			
					1	Microphone/Lapaz HH Wireless			

Setup	Start	End	Teardown	Room	Eve	ent	Organization/Contact	EC	Status
				1		Podium Lapaz			
	Setup Note	es		1		MU Operations:			
							oming in at 6:45am for setup until 7al Opm-6pm. Please lock doors after cli		ike place from 7am
						Diagram Completed: https://dia ae807ca5d77b	agram.socialtables.com/diagram/9e8	781bd-cf11-4	562-9bc8-
						Additional Notes: 10 rectangles the back of the room for overflour-Please add an additional 7 changes.		hairs in theat	er 10 per row in
< 7:00 AM Customer A	9:00 AM	11:30 AM 3:00 AM	12:30 PM >	MU 241C Ventana C	(U4	1901) - ET Upskilling Luncheon	ASU Enterprise Technology Claud Archie, 480 213-3620	IV	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quai	ntity	Resource			
	Room Setu	ıp				Rounds for 80			
	Room Setup ASU Catering - Food and Beverage Anticipated			1		Food and Beverage Anticipated -	Memorial Union		
							ır in-house vendor, Sun Devil Hospit ge vendors are not permitted for use.		od and beverage
						To discuss food and beverage 965-6508) or email (asucaterin	needs for your event, please contact g@gmail.com).	t ASU Caterir	ng via phone (480-
	MU Equipr	ment		1		Data Projector Ventana C			
				1		Microphone/Ventana C HH Wirele	ss		
				1		Podium Ventana C w/mic			
				8		Table 6' Round Ballroom			
				80		Chairs Arizona & Ventana			
	Reminders	3		1		High Profile Event - Memorial Unio	on		
							ted events are considered high-profi	le.	
				1		Special Event Registry			
							t a form to the University Special Evo gif less than 30 days before the ever		30 days prior to the

Setup	Start	End	Teardown	Room		Event You will be contacted		Organization/Contact ate ASU entity if additional doo	EC cumentation	Status is needed.
	Setup Note	ne.			1	https://eventreg.asu.e MU Operations:	edu			
	Octup Note				•	·	e: Setup from 8ar	m-9am, event to take place fro	m 9am-10:30	Dam, and cleanup
						from 10:30am-11:30a		•		•
						Diagram Completed: 80e2f76f3905	https://diagram.s	socialtables.com/diagram/c3ad	d9802-aad5-4	4379-b3c3-
						Additional Notes: 8 ro	ounds of 10 chair	'S		
< 7:15 AM	7:30 AM	10:00 AM	10:15 AM >	MU 241B Ven	tana B	(T8820) - Sports Business Ad Meeting		W.P. Carey Department of Marketing Elana Kutz, 5-1253	DG	Confirmed - Reservation Booked
	Service Provider		<u>Time</u>		Quantit	t <u>y</u> <u>Resource</u>				
	Room Setup					U-Shape for 42				
	ASU Cateri Logistics	ing - Space	7:15 <i>A</i>	AM - 9:00 AM	1	Catering Placement Note	es			
						3 of 6' Tables - Food: Single sided against t				
						1 of 6' Tables - Bever	rage:			
	MU Equipn	nent			1	Data Projector Coconino				
	mo Equipii				1	Podium Coconino	,			
					1	Video Conference Came	era Tripod			
						Includes built-in mic.	•	sluded USB Extender.		
	Reminders				1	Special Event Registry				
						This event is required event, or on the day of	d to submit a forn of booking if less	n to the University Special Eve than 30 days before the even	ent Registry 3 t date.	30 days prior to the
						You will be contacted	d by the appropria	ate ASU entity if additional doo	cumentation	is needed.

Tuesday, Sep 5, 2023 Memorial Union

Setup	Start	End	Teardown	Room	Event https://eventreg.asu.edu	Organization/Contact	EC	Status
< 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
	Service Pro	vider	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Setu	ıp			Individual Rectangle Tables for 60			
	MU Equipn	nent		1	Data Projector Gold			
				1	Microphone/Gold HH Wireless			
				1	Podium Gold			
				15	Table 4' x 3' Gold			
	Reminders			1	Special Event Registry			
					event, or on the day of booking in You will be contacted by the app	a form to the University Special Eve if less than 30 days before the even propriate ASU entity if additional doc	t date.	
					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
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>/ Resource</u>			
	Room Setu	ıp			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
	Service Pro	vider	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Setu	ıp			Other for 1			

Please make sure room is clean for client use.

Notes

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
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	<u> Resource</u>			
	Room Setu	ıp			Other for 1			
	Setup Note	es		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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	<u> Resource</u>			
	Room Setu	ıρ			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
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>ty Resource</u>			
	Room Setu	ıb			Other for 1			
	Setup Note	es		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
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	<u>xy</u> <u>Resource</u>			
	Room Setu	пр			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
	Service Pro	ovider	<u>Time</u>	Quantit	<u> Resource</u>			
	Room Setup				Theater Style for 75			

Setup	Start	End	Teardown	Room	Event		Organization/Contact	EC	Status
	ASU Cateri Beverage A	ng - Food and Anticipated	d	1	Food and Beve	rage Anticipated - Mem	orial Union		
							nouse vendor, Sun Devil Hospita ndors are not permitted for use.	lity, for all fo	od and beverage
						ood and beverage need r email (asucatering@g	ls for your event, please contact mail.com).	ASU Caterir	ng via phone (480-
	MU Equipm	nent		1	Data Projector I	Pima			
				2	Microphone/Pin	na HH Wireless			
				1	Podium Pima w	/ mic			
				1	Dry Erase Boar	d Portable Large w/mar	kers		
					6' X 4'				
				1	Easel Plastic				
	Reminders			1	Special Event F	Registry			
							orm to the University Special Eve ss than 30 days before the event		30 days prior to the
					You will be o	ontacted by the approp	riate ASU entity if additional doc	umentation i	is needed.
					https://event	reg.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
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u> Resource</u>				
	Room Setu	р			Other for 1				
	Setup Note	S		1	Internal Notes				
	·				Please make	e 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 Sen	ate Meeting	ASASU (Associated Students of ASU) Lance Harrop, Jennifer O'Brien, (480)727-1368	SS	Confirmed - Reservation Booked
Union Stage	Room Diagra	ım							
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	<u> Resource</u>				

					Memorial Officia			
Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	Room Setu	up			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 Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>			
	Room Setu	ир			Boardroom Style for 10			
	MU Equipr	ment		1	HD Display Chrysocolla			
	Reminders	5		1	Special Event Registry			
					This event is required to submit a event, or on the day of booking if			30 days prior to the
					You will be contacted by the appro	opriate ASU entity if additional doc	umentation	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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u> Resource</u>			
	Room Setu	ир			Boardroom Style for 20			
	MU Equipr	nent		1	HD Display Apache			
	Reminders	5		1	Special Event Registry			
					This event is required to submit a event, or on the day of booking if			30 days prior to the
					You will be contacted by the appro	opriate ASU entity if additional doc	umentation	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
	Service Pro	ovider	<u>Time</u>	<u>Quantit</u>	<u> Resource</u>			
	Room Setu	ир			Boardroom Style for 20			
	MU Equipment				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
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>Resource</u>			
	Room Setu	р			U-Shape for 25			
	MU Equipm	nent		1	HD Display Santa Cruz			
	Reminders			1	Special Event Registry			
					This event is required to submit a for event, or on the day of booking if les			0 days prior to the
					You will be contacted by the approp	oriate ASU entity if additional doc	cumentation i	s needed.
					https://eventreg.asu.edu			
< 6:40 PM Customer Ad	7:30 PM	8:30 PM :25 PM	9:15 PM >	MU 207 Gold Room	(J2160) - Weekly Organization Meeting	ARIZONA OUTDOORS CLUB Nichith Ratheesh, 3322076249	B EA	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>Resource</u>			
	Room Setu	р			Individual Rectangle Tables for 70			
	MU Equipm	nent		1	Data Projector Gold			
				2	Microphone/Gold HH Wireless			
				1	Podium Gold			
	Reminders			1	Special Event Registry			
					This event is required to submit a for event, or on the day of booking if less	orm to the University Special Events than 30 days before the event	ent Registry 3 t date.	0 days prior to the
					You will be contacted by the approp	oriate ASU entity if additional doc	cumentation i	s needed.
				https://eventreg.asu.edu				

Wednesday, Sep 6, 2023 Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 3:45 AM Customer Ad	7:00 AM	6:00 PM 6:45 AM	11:00 PM >	MU 202 Alumni Lounge	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u> Resource</u>			
	Room Setu	ıp			Tabling for 12			
	MU Equipn	nent		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 reques	st assistance moving rectangles		
				1	Drape 19' Maroon			
	Setup Note	s		1	MU Operations:			
	Setup Notes				Anticipated Schedule: Client no 5:30pm, and cleanup from 5:30	eeds access at 6;45am-7am for setu Dpm-6pm	p, event to ta	ike place from 7am-
					Diagram Completed: https://dia 14cc79eff74e	agram.socialtables.com/diagram/84b	98ade-aa98-	4791-b6d0-
						s in the room with 2 chairs each setu 2 chairs each outside of the room for e moving furniture		diagram
< 4:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 221 Arizona	(W4663) - GR Con 2023	Knowledge Enterprise -	IV,DS	Confirmed -
Customer A	ccess Time: 6	:45 AM				Tempe Loni Roe, (602)543-1655		Reservation Booked
	Service Pro	vider	<u>Time</u>	<u>Quantit</u>	<u>Resource</u>			
	Room Setu	ıp			Rounds for 320			
	MU Equipm	nent		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			
	Setup Note	s			1	MU Operations:			
						Anticipated Schedule: Client nee and cleanup from 5:30pm-6pm	eds access at 6:45 am for setup uni	il 7am, event	from 7am-5:30pm,
						Anticipated Schedule: Client will setup with all necessary equipm	be coming in for setup from 1pm-6 ent the night before	pm please ei	nsure space was
						Diagram Completed: https://diage8554c90e281	gram.socialtables.com/diagram/363	81e87-01b0-	4d68-82a7-
						-Client would like us setup mobi	ach for registration		
						from -Client may request gopher tape	•		
						-Client may request extension co -Client requested to borrow a lap	ord and power outlets		
< 4:45 AM	7:00 AM	6:00 PM	11:00 PM >	MU 228 Cochis	se	(W4663) - GR Con 2023	Knowledge Enterprise -	IV,DS	Confirmed -
Customer A	ccess Time: 6	:45 AM					Tempe Loni Roe, (602)543-1655		Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>		Quantity	Resource			
	Room Setu	р				Individual Rectangle Tables for 48			
	MU Equipm	nent			1	Data Projector Cochise			
					1	Microphone/Cochise HH Wireless			

Podium Cochise w/mic

1

Setup Notes

Wednesday, Sep 6, 2023

Memorial Union

Setup	Start	End	Teardown	Room	E	Event	Organization/Contact	EC	Status
	Setup Notes	S			1	MU Operations:			
						Anticipated Schedule: Client nee from 7am-5:30pm and cleanup from 5 from 7am-5:30pm and cleanup from 7am-5:30pm an	eds access starting at 6:45am to 7a rom 5:30pm- 6pm	am for setup,	event to take place
						Diagram Completed: https://diag 86b7c4f29ec4	ram.socialtables.com/diagram/645	5773af-a1e9-	4817-a651-
							stangles each with 12 seats per rovairs along the back wall facing the		of 48 seats
< 5:45 AM Customer A	7:00 AM	11:00 PM 45 AM		MU 206 Copper	- (W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Prov	<u>vider</u>	<u>Time</u>		Quantity	Resource			
	Room Setup	p				Boardroom Style for 16			
	MU Equipme	ent			1	HD Display Copper			
< 5:45 AM Customer A	7:00 AM	6:00 PM 45 AM	11:00 PM >	MU 210 Plata	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Prov	<u>vider</u>	<u>Time</u>		Quantity	Resource			
	Room Setup	p				Boardroom Style for 12			
	MU Equipme	ent			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
	Service Prov	<u>vider</u>	<u>Time</u>		Quantity	Resource			
	Room Setur	p				Other for 60			
	MU Equipme	ent			1	Data Projector Lapaz East			
					1	Microphone/Lapaz HH Wireless			
					1	Podium Lapaz			

MU Operations:

Wednesday, Sep 6, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Event	t	Organization/Contact	EC	Status
						Anticipated Schedule: Client coming in at 6:45am for setup unt -10:30pm, and cleanup from 10:30pm-11pm. Please lock door			
						Diagram Completed: https://diagramae807ca5d77b	n.socialtables.com/diagram/9e87	81bd-cf11-4	1562-9bc8-
						Additional Notes: 10 rectangles of 3 the back of the room for overflow -Please add an additional 7 chairs to		airs in theat	er 10 per row in
< 7:30 AM	8:00 AM	5:00 PM	5:30 PM >	MU 208 Chrysocolla		47) - TIAA on-campus financial ultations	HUMAN RESOURCES SHANNA LEWIS, 480-965- 4813	IV	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Quanti	<u>ty</u> <u>F</u>	Resource			
Room Setup				Е	Boardroom Style for 12				
	MU Equip	nent		1	H	HD Display Chrysocolla			
< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N649	98) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked
< 7:45 AM Customer A	8:30 AM	10:30 AM 3:15 AM	11:00 AM >	MU 223 Yavapai	(B495	50) - SCC Meeting	Student Connection & Community Kellie Cloud, 480-965-4304	AV	Confirmed - Reservation Booked
	Service Pro	vider	<u>Time</u>	Quanti	ty <u>F</u>	<u>Resource</u>			
	Room Setu	ıp			E	Boardroom Style for 8			
	MU Equipn	nent		1	H	HD Display Yavapai			
	Reminders	;		1	5	Special Event Registry			
						This event is required to submit a fo event, or on the day of booking if les			30 days prior to the
						You will be contacted by the approp	oriate ASU entity if additional doc	umentation	is needed.

https://eventreg.asu.edu

Wednesday, Sep 6, 2023 Memorial Union

Setup	Start	End	Teardown	Room	Event	t	Organization/Contact	EC	Status
	9:00 AM	11:00 AM		MU 302B Maroon and Gold (north)	(T129	92) - Interviews-ACCESS	OUTREACH/ACCESS ASU DENICE DIAB , 602-496- 9410	IV	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	ty <u>F</u>	Resource			
	Room Setup		Boardroom Style for 10		Boardroom Style for 10				
< 9:30 AM Customer A	11:00 AM	6:30 PM 10:30 AM	7:30 PM >	MU 220 Turquoise	(T518	37) - BangBang Job Fair	BangBang Tempe Tristan O'connor, 303-828- 7924	AV	Details Pending - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	ty <u>F</u>	Resource			
	Room Set	up			li	ndividual Rectangle Tables for 70			
	MU Equip	ment		1		Ory Erase Board Portable Large w/mark	kers		
						6' X 4'			
< 10:00 AM Customer A	12:30 PM	6:00 PM 11:00 AM	7:00 PM >	MU 241A Ventana A	(M339	90) - Honeywell Day	ENGINEERING CAREER CENTER David Stuempfle, 5-8718	AV	Details Pending - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	ty <u>F</u>	<u>Resource</u>			
	Room Set	ир			li	ndividual Rectangle Tables for 108			
	ASU Cater Logistics	ing - Space		1	C	Catering Placement Notes			
						catering to use 3 tables south wall			
				3	T	Fable 6' Rectangle Catering - Memorial	Union		
	MU Equip	ment		108	C	Chairs Arizona & Ventana			
				2	N	Microphone/Ventana A HH Wireless			
				18	T	Table 6' Rectangle Ballroom			
				1		Data Projector Ventana A North			
				1	F	Podium Ventana A w/mic			
	Reminders	6		1	S	Special Event Registry			
						This event is required to submit a for event, or on the day of booking if les			30 days prior to the

Wednesday, Sep 6, 2023

Setup	Start	End	Teardown	Room	Ev	vent You will be contacted by the approphttps://eventreg.asu.edu	Organization/Contact priate ASU entity if additional doc	EC umentation i	Status s needed.
	Setup Note	es		1		Internal Notes			
	•					18 rectangle tables with 6 seats ea	ch		
< 10:15 AM	11.00 004	1:45 PM	2:15 PM >	MU 224 Gila	/N /	<u>-</u>		A\/	Confirmed -
	ccess Time: 1		2.13 FIVI >	WO 224 Glia	(IV	11287) - September STS Gathering	TRANSBORDER STUDIES, SCHOOL OF Dustin Davila-Bojorquez, 602 -496-3339	AV	Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Quan	<u>ntity</u>	Resource			
	Room Setu	ıp				U-Shape for 32			
	ASU Cater Logistics	ing - Space		1		Catering Placement Notes			
						CATERING TO USE 8FT CREDEN	IZA		
	MU Equipr	nent		1		HD Display Gila			
	Reminders	;		1		Special Event Registry			
						This event is required to submit a for event, or on the day of booking if le			0 days prior to the
						You will be contacted by the approp	oriate ASU entity if additional doc	umentation i	s needed.
						https://eventreg.asu.edu			
< 10:45 AM	11:00 AM	11:30 AM	11:45 AM >	Lactation Room #43	(D	07748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quan</u>	ntity	Resource			
	Room Setu	ıp				Other for 1			
						Notes			
						Please make sure room is clean for	r client use.		
< 11:45 AM	12:00 PM	12:30 PM	12:45 PM >	Lactation Room #41	(N	l6498) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked

Wednesday, Sep 6, 2023 Memorial Union

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 Power Value of Center (Center David Stuempfle, 5-8718) 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 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 AMERICAN MARKETING EA Confirmed	Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status	
Room Setup Other for 1 Service Provider Time Quantity Resource Theater Style for 75 Data Projector Pima Data Projector Pima Podium Pima w mic Po	< 1:45 PM	2:00 PM 2:30 PM 2:45 PM > Lactation Roon		Lactation Room #43	(D7748) - Lactation Room	Olivia Hernandez,	IV	Confirmed - Reservation Booked		
Service Provider Time Quantity Resource Theater Style for 75 Podium Pima w/ mic Podium Pima w/ mic Podium Pima w/ mic Special Event Registry This event is required to submit a form to the University Special Event Registry 30 days prior 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 ASSOCIATION Resource Room Setup Service Provider Time Quantity Resource Room Setup Room Setup Time Quantity Resource Room Setup Individual Rectangle Tables for 60 ASSOCIATION Reverge Anticipated Time Quantity Resource Individual Rectangle Tables for 60 ASSOCIATION Reverge Anticipated The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and bever needs. Other food and beverage evendors are not permitted for use. To discuss food and beverage needs for your event, please contact ASU Catering via phone 965-6508) or email (asucatering@gmail.com).		Service Pr	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>				
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 3 Podium Pima w/ mic 4 Special Event Registry 4 This event is required to submit a form to the University Special Event Registry 30 days prior 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 4 330 PM 4:30 PM 5:30 PM 6:30 PM MU 241C Ventana C (N3851) - American Marketing Association ASSOCIATION Revin Clark, 480-236-7147 Reservation Booked Service Provider Time Quantity Resource Room Setup ASU Catering - Food and Beverage Anticipated The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverages. To discuss food and beverage vendors are not permitted for use. To discuss food and beverage needs for your event, please contact ASU Catering via phone 965-6508) or email (asucatering@gmail.com).		Room Set	up			Other for 1				
Room Setup 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 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 33 0 PM 5 30 PM 6 30 PM 6 30 PM MU 241C Ventana C N3851) - American Marketing Association Weekly Meetings ASSOCIATION Kevin Clark, 480-236-7147 EA Confirmed Reservatic Booked ASU Catering - Food and Beverage Anticipated Time Quantity Resource Room Setup Individual Rectangle Tables for 60 The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage vendors are not permitted for use. To discuss food and beverage needs for your event, please contact ASU Catering via phone 965-6508) or email (asucatering@gmail.com).	< 2:00 PM	3:00 PM	8:00 PM	9:00 PM >	MU 230 Pima	(Y2478) - LANL Information Session	CENTER	IV	Confirmed - Reservation Booked	
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 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 3 330 PM 5:30 PM 6:30 PM MU 241C Ventana C (N3851) - American Marketing Association Revirous R		Service Pr	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>				
Reminders 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 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 4:30 PM 5:30 PM 6:30 PM MU 241C Ventana C (N3851) - American Marketing Association ASSOCIATION Revin Clark, 480-236-7147 Reservation Booked Service Provider Time Quantity Resource Room Setup Individual Rectangle Tables for 60 ASU Catering - Food and Beverage Anticipated The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beveraged. To discuss food and beverage needs for your event, please contact ASU Catering via phone 965-6508) or email (asucatering@gmail.com).		Room Set	up			Theater Style for 75				
Reminders 1 Special Event Registry This event is required to submit a form to the University Special Event Registry 30 days prior 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 4:30 PM 5:30 PM 6:30 PM MU 241C Ventana C (N3851) - American Marketing Association Weekly Meetings 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 beverneeds. 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 965-6508) or email (asucatering@gmail.com).		MU Equip	ment		1	Data Projector Pima				
Reminders 1 Special Event Registry This event is required to submit a form to the University Special Event Registry 30 days prior 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					2	Microphone/Pima HH Wireless				
This event is required to submit a form to the University Special Event Registry 30 days prior 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 A:30 PM 4:30 PM 5:30 PM 6:30 PM > MU 241C Ventana C (N3851) - American Marketing Association Weekly Meetings Association Reservation Association Association Reservation Association Association Association Reservation Association Association Reservation Association Association Association Association Reservation Association Association Reservation Association Association Association Association Association Reservation Reservat					1	Podium Pima w/ mic				
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 4:30 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 Booked Reservation Reservation Reservation Meetings Booked Reservation Reservation Service Provider Time Quantity Individual Rectangle Tables for 60 ASU Catering - Food and Beverage Anticipated Food and Beverage Anticipated - Memorial Union The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverages. 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 965-6508) or email (asucatering@gmail.com). 		Reminders			1	Special Event Registry				
ASJO PM 4:30 PM 5:30 PM 6:30 PM 6:30 PM MU 241C Ventana C (N3851) - American Marketing Association Weekly Meetings ASSOCIATION Kevin Clark, 480-236-7147 EA Confirmed Reservation Research Re									30 days prior to the	
< 3:30 PM 4:30 PM 5:30 PM 6:30 PM > MU 241C Ventana C Weekly Meetings Association Weekly Meetings Association ASSOCIATION Kevin Clark, 480-236-7147 Service Provider Time Quantity Resource Room Setup ASU Catering - Food and Beverage Anticipated The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverage vendors are not permitted for use. To discuss food and beverage needs for your event, please contact ASU Catering via phone 965-6508) or email (asucatering@gmail.com).						You will be contacted by the appro	priate ASU entity if additional do	cumentatior	n is needed.	
Service Provider Time Quantity Resource Room Setup Individual Rectangle Tables for 60 ASU Catering - Food and Beverage Anticipated The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beveraged. 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 965-6508) or email (asucatering@gmail.com).						https://eventreg.asu.edu				
Room Setup ASU Catering - Food and Beverage Anticipated The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverages. 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 965-6508) or email (asucatering@gmail.com).	< 3:30 PM	4:30 PM	5:30 PM	6:30 PM >	MU 241C Ventana C		ASSOCIATION	EA	Confirmed - Reservation Booked	
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 beverages. 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 965-6508) or email (asucatering@gmail.com).		Service Pr	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u>y Resource</u>				
Beverage Anticipated The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beve 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 965-6508) or email (asucatering@gmail.com).		Room Set	up			Individual Rectangle Tables for 60				
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 965-6508) or email (asucatering@gmail.com).		ASU Catering - Food and	d	1	Food and Beverage Anticipated - Mer	Food and Beverage Anticipated - Memorial Union				
965-6508) or email (asucatering@gmail.com).								food and beverage		
MU Equipment 60 Chairs Arizona & Ventana								t ASU Cater	ring via phone (480-	
		MU Equip	ment		60	Chairs Arizona & Ventana				

Wednesday, Sep 6, 2023

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			
	Reminders	3			1	Special Event Registry			
						This event is required to submit a for event, or on the day of booking if le			30 days prior to the
						You will be contacted by the approp	oriate ASU entity if additional doc	cumentation	is needed.
						https://eventreg.asu.edu			
< 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-	EA	Confirmed - Reservation
Customer A	ccess Time: 4	I:30 PM					7151		Booked
	Service Pro	<u>vider</u>	<u>Time</u>		<u>Quantit</u>	<u>y Resource</u>			
	Room Setu	ıp				U-Shape for 30			
		ing - Food an Anticipated	d		1	Food and Beverage Anticipated - Mem	norial Union		
						The Memorial Union utilizes our inneeds. Other food and beverage ve		ality, for all fo	ood and beverage
						To discuss food and beverage need 965-6508) or email (asucatering@g		ASU Cateri	ng via phone (480-
	MU Equipn	nent			1	HD Display Yuma			
	Reminders	;			1	Special Event Registry			
						This event is required to submit a for event, or on the day of booking if le			30 days prior to the
						You will be contacted by the approp	oriate ASU entity if additional doo	cumentation	is needed.
						https://eventreg.asu.edu			
< 4:00 PM	5:00 PM	7:00 PM	8:00 PM >	MU 241B Vent	ana B	(V8931) - AdWorks Weekly Meeting	AdWorks Kevin Clark, 480-236-7147	EA	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>		Quantit	y <u>Resource</u>			
	Room Setu	ıp				Classroom for 50			

Wednesday, Sep 6, 2023

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	MU Equipn	nent		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 fo event, or on the day of booking if les	rm to the University Special Events than 30 days before the even	ent Registry nt date.	30 days prior to the
					You will be contacted by the approp	riate ASU entity if additional do	cumentation	is needed.
					https://eventreg.asu.edu			
	Setup Note	es		1	Setup Notes			
					Classroom setup. 17 rectangle table total chairs.	es with 3 chairs at each table fac	cing towards	the podium. 51
< 4:45 PM	6:00 PM	7:00 PM	8:00 PM >	MU L1-35 Maricopa	(D9443) - Life Meeting - Intention Setting	Living in Fulfilled	EA	Confirmed -
Customer A	ccess Time: 5	5:45 PM			Vision Boards	Enlightenment at ASU Sophie Wallace, 480-207-		Reservation Booked
						9681		
	Service Pro	vider	<u>Time</u>	Quantil	<u>ty Resource</u>	· · · · · · · · · · · · · · · · · · ·		
	Service Pro		<u>Time</u>	Quantil	t <u>y Resource</u> U-Shape for 15	· · · · · · · · · · · · · · · · · · ·		
		ıp	<u>Time</u>	<u>Quantil</u> 1	•	· · · · · · · · · · · · · · · · · · ·		
	Room Setu	ıp	<u>Time</u>		U-Shape for 15	· · · · · · · · · · · · · · · · · · ·		
	Room Setu	ıp	<u>Time</u>		U-Shape for 15 Dry Erase Board Maricopa w/markers	· · · · · · · · · · · · · · · · · · ·		
	Room Setu	ıp	<u>Time</u>	1	U-Shape for 15 Dry Erase Board Maricopa w/markers South wall of room is a white board	· · · · · · · · · · · · · · · · · · ·		
< 5:00 PM	Room Setu	ıp	<u>Time</u> 9:15 PM >	1	U-Shape for 15 Dry Erase Board Maricopa w/markers South wall of room is a white board HD Display Maricopa	9681	IV	Confirmed -
	Room Setu MU Equipn	nent 8:30 PM		1 1 1	U-Shape for 15 Dry Erase Board Maricopa w/markers South wall of room is a white board HD Display Maricopa Phone Conference Polycom Maricopa	9681	IV	Reservation
	Room Setu MU Equipn 6:00 PM	nent 8:30 PM 5:45 PM	9:15 PM >	1 1 1 MU 207 Gold Room	U-Shape for 15 Dry Erase Board Maricopa w/markers South wall of room is a white board HD Display Maricopa Phone Conference Polycom Maricopa (F5906) - Chess Club at ASU Club Meeting	9681 CHESS CLUB @ ASU	IV	
	Room Setu MU Equipn 6:00 PM ccess Time: 5	8:30 PM 6:45 PM		1 1 1	U-Shape for 15 Dry Erase Board Maricopa w/markers South wall of room is a white board HD Display Maricopa Phone Conference Polycom Maricopa (F5906) - Chess Club at ASU Club Meeting	9681 CHESS CLUB @ ASU	IV	Reservation
	Room Setu MU Equipm 6:00 PM ccess Time: 5 Service Pro Room Setu	8:30 PM 6:45 PM evider	9:15 PM >	1 1 1 MU 207 Gold Room	U-Shape for 15 Dry Erase Board Maricopa w/markers South wall of room is a white board HD Display Maricopa Phone Conference Polycom Maricopa (F5906) - Chess Club at ASU Club Meeting Ly Resource Individual Rectangle Tables for 40	9681 CHESS CLUB @ ASU	IV	Reservation
	Room Setu MU Equipn 6:00 PM ccess Time: 5	8:30 PM 6:45 PM evider	9:15 PM >	1 1 1 MU 207 Gold Room	U-Shape for 15 Dry Erase Board Maricopa w/markers South wall of room is a white board HD Display Maricopa Phone Conference Polycom Maricopa (F5906) - Chess Club at ASU Club Meeting	9681 CHESS CLUB @ ASU Ethan Tang, 4809099949		Reservation

Wednesday, Sep 6, 2023 Memorial Union

Wellional Official								
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 Pro	<u>ovider</u>	<u>Time</u>	Quanti	<u>ty Resource</u>			
	Room Setu	ıp			Boardroom Style for 14			
	MU Equipr	nent		1	Dry Erase Board Hohokam w/markers			
					South wall of room is a white board			
				1	HD Display Hohokam			
	Reminders	3		1	Special Event Registry			
					This event is required to submit a for event, or on the day of booking if les			30 days prior to the
				You will be contacted by the appropriate the second contacted by the appropriate the second contacted by the second contacted contacted by the second contacted by the second contacted contacted by the second contacted cont	riate ASU entity if additional doc	umentation i	s needed.	
					https://eventreg.asu.edu			
< 5:15 PM Customer Ad	6:00 PM	7:00 PM 5:45 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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quanti</u>	<u>ty Resource</u>			
	Room Setu	ıp			Boardroom Style for 1			
	MU Equipr	ment		1	HD Display Yavapai			
< 5:20 PM Customer Ad	6:00 PM	8:15 PM 5:50 PM	8:45 PM >	MU 226 Graham	(S7400) - General Body Meeting	ASSYRIAN STUDENT ASSOCIATION Justina Lazar, 4803755492	EA	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	<u>ty Resource</u>			
	Room Setu	ıp			Classroom for 18			
		ing - Food and Anticipated	d	1	Food and Beverage Anticipated - Memo	orial Union		
					The Memorial Union utilizes our in-h needs. Other food and beverage ver		lity, for all fo	od and beverage
					To discuss food and beverage need	s for your event, please contact	ASU Caterir	ng via phone (480-

Wednesday, Sep 6, 2023

					momorial official			
Setup	Start	End	Teardown	Room	Event 965-6508) or email (asucatering@g	Organization/Contact gmail.com).	EC	Status
	MU Equipr	ment		1	HD Display Graham			
	Reminders	5		1	Special Event Registry			
					This event is required to submit a for event, or on the day of booking if le			30 days prior to the
					You will be contacted by the approp	oriate ASU entity if additional doc	cumentation	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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	<u>ty Resource</u>			
	Room Setup MU Equipment				Boardroom Style for 15			
				1	HD Display Chrysocolla			
				1	Phone Conference Cisco Chrysocolla			
					480*727-1224			
	Reminders	s		1	Special Event Registry			
					This event is required to submit a for event, or on the day of booking if le	ess than 30 days before the even	t date.	• •
					https://eventreg.asu.edu	onate A00 chity if additional doc	Juniontation	is needed.
< 6:00 PM Customer A	6:30 PM	9:30 PM 6:15 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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	ty <u>Resource</u>			
	Room Set	ир			U-Shape for 19			
	MU Equipr	ment		1	Data Projector Rincon			

Wednesday, Sep 6, 2023 Memorial Union

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
< 6:00 PM Customer A	7:30 PM	10:00 PM 6:30 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
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantit	<u>Resource</u>			
	Room Set	up				U-Shape for 20			
< 6:25 PM Customer A	7:00 PM	8:05 PM 6:55 PM	8:35 PM >	MU 246 Coconi	ino	(B3113) - Consciousness Club Meetings	consciousness club Caleb Musfeldt, 6024020894	AV	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantit	<u>Resource</u>			
	Room Set	up				U-Shape for 30			
	MU Equip	ment			1	Data Projector Coconino			
					1	Podium Coconino			
	Reminders	s			1	Special Event Registry			
						This event is required to submit a fo event, or on the day of booking if les			30 days prior to the
						You will be contacted by the approp	riate ASU entity if additional docu	umentation i	s needed.
						https://eventreg.asu.edu			
	Setup Not	es			1	Internal Notes			
						Notes for Memorial Union and Stude	ent Pavilion staff. Not published o	n client con	firmations.
< 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
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantit	<u>Resource</u>			
	Room Set	up				Individual Rectangle Tables for 15			
	MU Equip	ment			1	HD Display Pinal			
	Reminder	s			1	Special Event Registry			
						This event is required to submit a fo event, or on the day of booking if les			30 days prior to the
						You will be contacted by the approp	riate ASU entity if additional doc	umentation i	s needed.

Wednesday, Sep 6, 2023 Memorial Union

Setup	Start	End	Teardown	Room	Event https://eventreg.asu.edu	Organization/Contact	EC	Status
< 6:50 PM Customer Ac	7:30 PM ccess Time: 7:		9:00 PM >	MU 229 Santa Cruz	(R4890) - Circle K International Meeting	CIRCLE K INTERNATIONAL Soledad Romero, 4802541705	EA	Confirmed - Reservation Booked

Service Provider	<u>Time</u>	<u>Quantity</u>	Resource
Room Setup			U-Shape for 20
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

Thursday, Sep 7, 2023 **Memorial Union**

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 2:45 AN	7:00 AM Access Time: 0	6:00 PM 6:45 AM	11:00 PM >	MU 221 Arizona	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked

Service Provider	<u>Time</u>	Quantity	Resource
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/36381e87-01b0-4d68-82a7e8554c90e281

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
- -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 Customer A	4:45 AM 7:00 AM 6:00 PM 11:00 PM > MU Customer Access Time: 6:45 AM				(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pr	<u>ovider</u>	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Set	up			Individual Rectangle Tables for 48			
	MU Equip	ment		1	Data Projector Cochise			
				1	Microphone/Cochise HH Wireless			
	Setup Notes			1	Podium Cochise w/mic			
				1	MU Operations:			
	·				Anticipated Schedule: Client need from 7am-5:30pm and cleanup fro		am for setup,	event to take place
					Diagram Completed: https://diagra 86b7c4f29ec4	ım.socialtables.com/diagram/64	5773af-a1e9-	4817-a651-
					Additional Notes: 4 rows of 5 rectary -place an additional row of 17 chains			of 48 seats
< 5:45 AM Customer A	7:00 AM	6:00 PM 6:45 AM	11:00 PM >	MU 202 Alumni Lounge	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pr	<u>ovider</u>	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Set	:up			Tabling for 12			
	MU Equip	ment		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 a	ssistance moving rectangles		
				1	Drape 19' Maroon			
	Setup Notes			1	MU Operations:			
					A 4			D 00 -f405

Thursday, Sep 7, 2023

Setup	Start	End	Teardown	Room		Event		Organization/Contact	EC	Status
						Anticipated S 5:30pm, and	chedule: Client needs cleanup from 5:30pm	access at 6;45am-7am for setu 6pm	ıp, event to ta	ake place from 7am-
						Diagram Cor 14cc79eff74		m.socialtables.com/diagram/84l	98ade-aa98	4791-b6d0-
						-2 draped ch		he room with 2 chairs each seto airs each outside of the room fo ving furniture		diagram
< 5:45 AM Customer A	7:00 AM	6:00 PM 6:45 AM	11:00 PM >	MU 206 Coppe	r	(W4663) - GR Con 2	023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Provider		<u>Time</u>		Quantity	Resource				
	Room Setup					Boardroom Style	e for 16			
	MU Equipn	nent			1	HD Display Cop	per			
< 5:45 AM Customer A	7:00 AM	6:00 PM 6:45 AM	11:00 PM >	MU 210 Plata		(W4663) - GR Con 2	023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>		Quantity	<u>Resource</u>				
	Room Setu	ıp				Boardroom Style	e for 12			
	MU Equipn	nent			1	HD Display Plat	a			
< 6:30 AM	7:00 AM	11:00 PM	11:30 PM >	MU 242 La Paz		(W4663) - GR Con 2	023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>		Quantity	<u>Resource</u>				
	Room Setu	ıp				Other for 60				
	MU Equipn	nent			1	Data Projector L	apaz East			
					1	Microphone/Lap	az HH Wireless			
					1	Podium Lapaz				
	Setup Note	es			1	MU Operations:				
								g in at 6:45am for setup until 7a	ım, event to t	ake place from 7am
						maz maz	ávo			Page 63 of 135

Thursday, Sep 7, 2023

Setup	Start	End	Teardown Room		Event -10:30pm, and cleanup from 10:30pm		Organization/Contact om-11pm. Please lock doors afte	EC r client leave	Status es.		
						Diagram Completed: https://diagramae807ca5d77b	n.socialtables.com/diagram/9e87	781bd-cf11-4	.562-9bc8-		
						Additional Notes: 10 rectangles of 3 the back of the room for overflow -Please add an additional 7 chairs t		nairs in theat	er 10 per row in		
< 7:45 AM	8:00 AM	8:30 AM	8:45 AM >	Lactation Room #41	(N6498	3) - Lactation Room Use	Lactation Room User Bea Rodriguez-Fransen	SS	Confirmed - Reservation Booked		
< 8:00 AM Customer A	10:00 AM	12:00 PM 0:00 AM	1:00 PM >	MU 241C Ventana C	(X2362	2) - SCC Staff Meeting	Student Connection & Community Kellie Cloud, 480-965-4304	SS	Confirmed - Reservation Booked		
	Service Provider Time		<u>Quantit</u>	<u> R</u>	<u>esource</u>						
	Room Setup				R	ounds for 60					
	ASU Catering - Space Logistics			3	Ta	Table 6' Rectangle Catering - Memorial Union					
				1	C	atering Placement Notes					
						Catering to use 3 East wall					
	MU Equipn	nent		1	Da	ata Projector Ventana C					
				1	Po	odium Ventana C w/mic					
				1	M	icrophone/Ventana C HH Wireless					
				60	CI	hairs Arizona & Ventana					
				6		able 6' Round Ballroom					
	Setup Note	es		1	M	U 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 te					Additional Notes: Six (6) round tables with ten (10) ch	airs set for reservation.					
						Use of A/V equipment is expected -	podium and one (1) wireless mi	crophone ac	cessible. Screens		
						· ·					

Thursday, Sep 7, 2023 Memorial Union

Setup	Start	End	Teardown	Room	Event will be utilized.	Organization/Contact	EC	Status		
< 9:30 AM Customer A	11:00 AM	2:30 PM 0:30 AM	3:30 PM >	MU 220 Turquoise	(A2629) - LANL Information Session	ENGINEERING CAREER CENTER David Stuempfle, 5-8718	IV	Confirmed - Reservation Booked		
					_	David Stdemplie, 5-07 To		Dooked		
	Service Pro		<u>Time</u>	Quantity						
	Room Setu	•			Theater Style for 100					
	ASU Catering - Food and Beverage Anticipated		d	1	Food and Beverage Anticipated - Me	Food and Beverage Anticipated - Memorial Union				
					The Memorial Union utilizes our i needs. Other food and beverage	n-house vendor, Sun Devil Hospit vendors are not permitted for use		food and beverage		
				To discuss food and beverage ne 965-6508) or email (asucatering@	eeds for your event, please contac @gmail.com).	t ASU Cate	ring via phone (480-			
	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		
	Service Pro	<u>vider</u>	<u>Time</u>	Quantity	<u> Resource</u>					
	Room Setu	ıp			Other for 1					
					Notes					
					Please make sure room is clean	for client use.				
	11:00 AM 11:30 AM Lactation Room #		Lactation Room #41	(S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked			
	Service Pro	<u>vider</u>	<u>Time</u>	Quantity	<u> Resource</u>					
	Room Setu	ıp			Other for 1					
	Setup Notes		1	Internal Notes						

Please make sure space is cleaned before each use

Setup Notes

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 Customer Ad	1:30 PM	4:00 PM :15 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			
	Service Pro	<u>vider</u>	<u>Time</u>	Quantity	<u>Resource</u>						
	Room Setu	р			U-Shape for 42						
	ASU Cateri Logistics	ng - Space		1	Catering Placement Notes						
					CATERING TO USE 3 TABLES EA	CATERING TO USE 3 TABLES EAST WALL					
				3	Table 6' Rectangle Catering - Memorial Union						
	MU Equipm	nent		1	Data Projector Coconino						
				1	Podium Coconino						
	Reminders			1	Special Event Registry						
					This event is required to submit a for event, or on the day of booking if le			30 days prior to the			
					You will be contacted by the approp	oriate ASU entity if additional do	cumentation	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			
	Service Provider <u>Time</u> Quantity				<u>Resource</u>						
	Room Setu	р			Other for 360						

Additional Notes: Client requested early access for ASU AVEM team to setup

MU Operations:

1

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 Pr	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>			
	Room Set	up			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	DG,AV	Confirmed -
Customer A	omer Access Time: 2:30 PM				memational students	& STUDENT SERVICES TEMPE Ban Faris, 480-727-2628		Reservation Booked
	Service Pr	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>			
	Room Setup MU Equipment Reminders				Theater Style for 76			
				1	Data Projector Gold			
				1	Microphone/Gold HH Wireless			
				1	Podium Gold			
				1	Special Event Registry			
					event, or on the day of booking	t a form to the University Special Ever if less than 30 days before the event	date.	• •
					https://eventreg.asu.edu	ppropriate ASU entity if additional doc	umentation	is needed.
	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
	Service Pr	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>			
	Room Set	up			Other for 1			
	Setup Not	es		1	Internal Notes			
	Please make sure space is cleaned before each use							
< 4:00 PM Customer A	5:30 PM	7:00 PM 5:00 PM	8:00 PM >	MU 085 Union Stage	(R9949) - New Member Orientation- CHAARG	CHAARG Ellie Bonnette, 623-296-4084	IV	Confirmed - Reservation Booked
	Service Pr	ovider	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>			
								Page 67 of 135

Thursday, Sep 7, 2023

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status			
	Room Setu	р				Individual Rectangle Tables for 100						
	MU Equipm	nent			1	Data Projector Panasonic Ballrooms						
						For use in Union Stage and back up	o 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 Note	s			1	MU Operations:						
						Anticipated Schedule: Setup to begin 5pm, event from 5:30pm-6:30pm, cleanup from 6:30pm						
						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-	AV	Confirmed - Reservation			
Customer Ad	ccess Time: 4	:40 PM					5798		Booked			
	Service Pro	<u>vider</u>	<u>Time</u>		Quantit	y <u>Resource</u>						
	Service Prov Room Setu		<u>Time</u>		Quantit	<u>Resource</u> Individual Rectangle Tables for 15						
	Room Setu	p ng - Food and			Quantity 1		orial Union					
	Room Setu ASU Cateri	p ng - Food and				Individual Rectangle Tables for 15	nouse vendor, Sun Devil Hospit		od and beverage			
	Room Setu ASU Cateri	p ng - Food and				Individual Rectangle Tables for 15 Food and Beverage Anticipated - Mem The Memorial Union utilizes our in-l	nouse vendor, Sun Devil Hospit ndors are not permitted for use ds for your event, please contac		_			
	Room Setu ASU Cateri	p ng - Food and Anticipated				Individual Rectangle Tables for 15 Food and Beverage Anticipated - Mem The Memorial Union utilizes our in- needs. Other food and beverage ve To discuss food and beverage need	nouse vendor, Sun Devil Hospit ndors are not permitted for use ds for your event, please contac		_			
	Room Setu ASU Cateri Beverage A	p ng - Food and Anticipated			1	Individual Rectangle Tables for 15 Food and Beverage Anticipated - Mem The Memorial Union utilizes our in- needs. Other food and beverage ve To discuss food and beverage need 965-6508) or email (asucatering@g	nouse vendor, Sun Devil Hospit ndors are not permitted for use. ds for your event, please contac mail.com).		_			
	Room Setu ASU Cateri Beverage A	p ng - Food and Anticipated			1	Individual Rectangle Tables for 15 Food and Beverage Anticipated - Mem The Memorial Union utilizes our in-I needs. Other food and beverage ve To discuss food and beverage need 965-6508) or email (asucatering@g	nouse vendor, Sun Devil Hospit ndors are not permitted for use. ds for your event, please contac mail.com).		_			
	Room Setu ASU Cateri Beverage A	p ng - Food and Anticipated			1 1 1	Individual Rectangle Tables for 15 Food and Beverage Anticipated - Mem The Memorial Union utilizes our in- needs. Other food and beverage ve To discuss food and beverage need 965-6508) or email (asucatering@g HD Display Pinal Dry Erase Board Portable Small w/mar	nouse vendor, Sun Devil Hospit ndors are not permitted for use. ds for your event, please contac mail.com). kers	t ASU Caterir	ng via phone (480-			
	Room Setu ASU Cateri Beverage A	p ng - Food and Anticipated			1 1 1	Individual Rectangle Tables for 15 Food and Beverage Anticipated - Mem The Memorial Union utilizes our inneeds. Other food and beverage verage of 15 To discuss food and beverage need 965-6508) or email (asucatering@g HD Display Pinal Dry Erase Board Portable Small w/mar Special Event Registry This event is required to submit a form	nouse vendor, Sun Devil Hospit ndors are not permitted for use. Is for your event, please contac mail.com). The second s	t ASU Caterir ent Registry 3 it date.	ng via phone (480-			

Start

End

Teardown

Room

Setup

Status

EC

Organization/Contact

Thursday, Sep 7, 2023

Memorial Union

Event

15 PM omer Ad	6:30 PM	8:00 PM 5:30 PM	8:45 PM >	MU 220 Turquoise	(Z9696) - S Association	cholar Orientation-ASU Alumni	ASU ALUMNI Hasan Sharif	IV	Confirmed - Reservation Booked	
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	<u>ty Resour</u>	<u>ce</u>				
	Room Setu	ıp			Classro	oom for 35				
		ing - Food and Anticipated	d	1	Food a	Food and Beverage Anticipated - Memorial Union				
						Memorial Union utilizes our in-h ds. Other food and beverage ver	•	•	ood and beverage	
						discuss food and beverage needs -6508) or email (asucatering@gr		ct ASU Caterii	ng via phone (480-	
	MU Equipn	nent		40	Chairs	Turquoise Ballroom				
				1	Data P	rojectors Turquoise				
				1	Microp	none/Turquoise HH Wireless				
				1	Podium	n Turquoise w/ mic				
				4	Table 6	5' Rectangle Turquoise				
	Reminders	;		1	Specia	Event Registry				
						event is required to submit a for nt, or on the day of booking if les	,		30 days prior to the	
					You	will be contacted by the appropr	riate ASU entity if additional de	ocumentation	is needed.	
					http	s://eventreg.asu.edu				
	Setup Note	es		1	MU Op	erations:				

Additional Notes: 20 rectangles with 2 chairs each facing the front of the room

Anticipated Schedule: Setup from 5:30pm-6:30pm, event from 6:30pm-7:30pm, and cleanup from

Diagram Completed: https://diagram.socialtables.com/diagram/8ab6249d-21db-4bf7-86a2-

7:30pm-8pm

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Thursday, Sep 7, 2023 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 Pro	<u>ovider</u>	<u>Time</u>	Quantit	y <u>Resource</u>			
	Room Setu	up			Other for 1			
	Setup Note	es		1	Internal Notes			
					Please make sure space is clean	ned before each use		
< 5:15 PM Customer A	6:00 PM	8:00 PM 5:45 PM	8:30 PM >	MU 229 Santa Cruz	(Y3013) - Students for Life - Meetings	STUDENTS FOR LIFE Danise Rees, 4802079681	EA	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	y <u>Resource</u>			
	Room Setu	ир			U-Shape for 25			
	MU Equipr	ment		1	HD Display Santa Cruz			
	Reminders			1	Special Event Registry			
						a form to the University Special Ev f less than 30 days before the ever		30 days prior to the
					You will be contacted by the app	ropriate ASU entity if additional do	cumentatior	is needed.
					https://eventreg.asu.edu			
< 5:25 PM Customer A	6:00 PM	7:00 PM 5:55 PM	7:30 PM >	MU 240 Navajo	(P8716) - Leadership Excellence Association General Meeting	Leadership Excellence Association Matthew Torel, 480-665-7115	DG 5	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u>y Resource</u>			
	Room Setu	ир			U-Shape for 25			
	MU Equipr	ment		1	HD Display Navajo			
				1	Dry Erase Board Portable Large w/n	markers		
					6' X 4'			
	Reminders	5		1	Special Event Registry			
						a form to the University Special Evo f less than 30 days before the ever		30 days prior to the

Thursday, Sep 7, 2023

Setup	Start	End	Teardown	Room		Event You will be contacted by the approp	Organization/Contact oriate ASU entity if additional doc	EC umentation i	Status s needed.	
< 6:15 PM Customer Ad	7:30 PM	9:45 PM :45 PM	10:15 PM >	MU 225 Yuma		(D8510) - Science Detectives General Meeting	Science Detectives, LLC Davis McKechnie, 4804872583	EA	Confirmed - Reservation Booked	
	Service Pro	<u>vider</u>	<u>Time</u>		<u>Quantity</u>	<u>Resource</u>				
	Room Setu	ıp				U-Shape for 25				
	ASU Cateri Beverage A	ing - Food and Anticipated	I		1	Food and Beverage Anticipated - Mem	norial Union			
						The Memorial Union utilizes our inneeds. Other food and beverage versions		lity, for all foo	od and beverage	
						To discuss food and beverage needs for your event, please contact ASU Catering via phone (480-965-6508) or email (asucatering@gmail.com).				
	MU Equipn	nent			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 th event, or on the day of booking if less than 30 days before the event date.				
						You will be contacted by the approp	oriate ASU entity if additional doc	umentation i	s needed.	
						https://eventreg.asu.edu				
< 6:45 PM Customer A	7:30 PM	10:00 PM :15 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	
	Sonvice Pro	vidor	Timo		Quantity	/ Pacaura			20001	
	Service Pro		<u>Time</u>		Quantity	<u>Resource</u> Theater Style for 25				
		-	ı		1	Food and Beverage Anticipated - Mem	porial Union			
	ASU Catering - Food and Beverage Anticipated				ı	roou and beverage Anticipated - Men	ional Onion			
						The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and beverag needs. Other food and beverage vendors are not permitted for use.			od and beverage	
						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 - Stud	ent Pavilion			

Thursday, Sep 7, 2023

Setup	Start	End	Teardown	Room	Eve	nt	Organization/Contact	EC	Status	
						needs. Other food and beverage ve	ndors are not permitted for use certified Zero Waste. Our ASU	lospitality, for all food and beverage r use. Additionally, all food service ASU catering team will assist you in		
						To discuss your food and beverage or email (asucatering@gmail.com).	eeds, please contact ASU Catering via phone (480-965-6508)			
					1	Food and Beverage Anticipated - Memo	orial Union			
						The Memorial Union utilizes our in-h needs. Other food and beverage ve			od and beverage	
						To discuss food and beverage need 965-6508) or email (asucatering@g		t ASU Caterir	ng via phone (480-	
					1	Food and Beverage Anticipated - Stude	ent Pavilion			
						The Student Pavilion utilizes our in- needs. Other food and beverage ve within the Student Pavilion must be menu and service options that make	ndors are not permitted for use certified Zero Waste. Our ASU	Additionally,	all food service	
						To discuss your food and beverage or email (asucatering@gmail.com).		tering via pho	ne (480-965-6508)	
	MU Equip	ment			1	HD Display Gila				
					1	HD Display Gila				

Setup	Start	End	Teardown	Room	Ev	vent	Organization/Contact	EC	Status
< 3:45 AM Customer Ad	7:00 AM	6:00 PM 6:45 AM		MU 206 Copper	(W	/4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Q</u>	Quantity	Resource			
	Room Setu	up				Boardroom Style for 16			
	MU Equipr	ment		1		HD Display Copper			
< 3:45 AM	7:00 AM	6:00 PM		MU 210 Plata	(W	/4663) - GR Con 2023	Knowledge Enterprise - Tempe	IV,DS	Confirmed - Reservation
Customer A	ccess Time: 6	6:45 AM					Loni Roe, (602)543-1655		Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>C</u>	Quantity	Resource			
	Room Setu	up				Boardroom Style for 12			
	MU Equipr	ment		1		HD Display Plata			
< 3:45 AM Customer A	7:00 AM	6:00 PM 6:45 AM		MU 221 Arizona	(W	/4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>C</u>	Quantity	Resource			
	Room Setu	ир				Rounds for 320			
	MU Equipr	mont							
		Helli		3	340	Chairs Arizona & Ventana			
		nem		3		Chairs Arizona & Ventana Data Projectors Arizona			
		nem							
		nem		1	3	Data Projectors Arizona			
		nem		1	3	Data Projectors Arizona Microphone/Arizona HH Wireless Podium Arizona w/mic VGA and HDMI connection			
		nem		1 3 1 4	3 40	Data Projectors Arizona Microphone/Arizona HH Wireless Podium Arizona w/mic VGA and HDMI connection Table 6' Round Ballroom			
		nem		1 3 1 4 6	3 40 3	Data Projectors Arizona Microphone/Arizona HH Wireless Podium Arizona w/mic VGA and HDMI connection Table 6' Round Ballroom Table 6' Rectangle Ballroom			
		nem		1 3 1 4 6 3	3 40 3	Data Projectors Arizona Microphone/Arizona HH Wireless Podium Arizona w/mic VGA and HDMI connection Table 6' Round Ballroom Table 6' Rectangle Ballroom Drape 19' Maroon			
				1 3 1 4 6	3 40 3	Data Projectors Arizona Microphone/Arizona HH Wireless Podium Arizona w/mic VGA and HDMI connection Table 6' Round Ballroom Table 6' Rectangle Ballroom Drape 19' Maroon Monitor 55' Mobile			
		nem		1 3 1 4 6 3	3 40 3	Data Projectors Arizona Microphone/Arizona HH Wireless Podium Arizona w/mic VGA and HDMI connection Table 6' Round Ballroom Table 6' Rectangle Ballroom Drape 19' Maroon Monitor 55' Mobile Place outside of Arizona next to reg	jistration		
	Setup Note			1 3 1 4 6 3	3 40 3 3	Data Projectors Arizona Microphone/Arizona HH Wireless Podium Arizona w/mic VGA and HDMI connection Table 6' Round Ballroom Table 6' Rectangle Ballroom Drape 19' Maroon Monitor 55' Mobile	yistration		

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 -	IV,DS	Confirmed -
Customer A	ccess Time: 6	6:45 AM				Tempe Loni Roe, (602)543-1655		Reservation Booked

Service Provider	<u>Time</u>	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
			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

Friday, Sep 8, 2023

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Setup	Start	End	Teardown	Room	Even	t 14cc79eff74e	Organization/Contact	EC	Status
						Additional Notes: 12 rectangles in th -2 draped check in tables with 2 cha -Client may request assistance mov	airs each outside of the room for	based on d check-in	agram
< 4:45 AM Customer A	7:00 AM	9:30 PM 6:45 AM		MU 228 Cochise	(W46	663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	<u>ty F</u>	Resource			
	Room Set	ир			I	ndividual Rectangle Tables for 48			
	MU Equip	ment		1	[Data Projector Cochise			
				1	N	Microphone/Cochise HH Wireless			
				1	F	Podium Cochise w/mic			
	Setup Not	es		1	N	MU Operations:			
						Anticipated Schedule: Client needs from 7am-9:00pm and cleanup from		n for setup, e	event to take place
						Diagram Completed: https://diagram 86b7c4f29ec4	n.socialtables.com/diagram/6457	773af-a1e9-4	817-a651-
	Setup Notes					Additional Notes: 4 rows of 5 rectangles of 17 chairs			48 seats
< 6:30 AM	8:00 AM	11:00 AM	12:00 PM >	MU 241 Ventana	(N866	60) - All-College Meeting	MARY LOU FULTON TEACHERS COLLEGE TEMPE Maria Vareshina, 602-543- 4599	GP,IV	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	<u>ty F</u>	Resource			
	Room Set	ир			F	Rounds for 360			
	ASU Cater Logistics	ing - Space		1	(Catering Placement Notes			
						CATERING TO USE			
						6 TABLES SOUTH WALL SET UP A	AS A DOUBLE SIDED BUFFET	(FOR FOOI	D)
						A			D 75 - £ 405

Friday, Sep 8, 2023

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
						4 TABLES EAST WALL SET UP DC	OUBLE SIDED (FOR BEVERA	AGES)	
					10	Table 6' Rectangle Catering - Memorial	Union		
	MU Equipm	nent			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			
	Reminders				1	Special Event Registry			
						This event is required to submit a for event, or on the day of booking if les			30 days prior to the
						You will be contacted by the appropr	riate ASU entity if additional d	locumentation	s needed.
						https://eventreg.asu.edu			
	Setup Note	s			1	MU Operations:			
						Anticipated Schedule: Event Begins	at 8:00 am		
						Diagram Completed: https://diagramad8df55ccfca	.socialtables.com/diagram/95	50c0fbf-70b5-4	3ca-8209-
						Additional Notes: 1 draped check in	table with 2 chairs outside of	the room	

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 Pro	<u>ovider</u>	<u>Time</u>	<u>Quanti</u>	ty <u>Resource</u>			
	Room Setu	qı			U-Shape for 10			
	Setup Note	es		1	MU Operations:			
					Additional Notes: Client requested	that we please move all tables, b	ut 1 with 3 cl	hairs, 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
< 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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	ty <u>Resource</u>			
	Room Setu	ap			Boardroom Style for 76			
	MU Equipr	ment		1	Data Projector Lapaz East			
				1	Microphone/Lapaz HH Wireless			
				1	Podium Lapaz			
	Setup Note	es		1	MU Operations:			
					Anticipated Schedule: Client comin 11:30am.	g in at 9am for setup until 7am, e	vent to take	place from 9am-
					Diagram Completed: https://diagrarae807ca5d77b	m.socialtables.com/diagram/9e87	81bd-cf11-4	562-9bc8-
					Additional Notes: 10 rectangles of 3 the back of the room for overflow -Please add an additional 7 chairs		airs in theat	er 10 per row in

Setup	Start End	Teardown	Room	Event	Organization/Contact	EC	Status
< 10:45 AM	11:00 AM 11:3	0 AM 11:45 AM >	Lactation Room #43	(D7748) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
	Service Provider	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Setup			Other for 1			
				Notes			
				Please make sure room is clean for	client use.		
< 11:45 AM	12:00 PM 12:3	0 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
	Service Provider	<u>Time</u>	Quantity				
	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
	Service Provider	<u>Time</u>	Quantity	<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
	Service Provider Room Setup	<u>Time</u>	Quantity	/ <u>Resource</u> 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
	Service Provider	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Setup			Regular for 1			
				<a>♠ mazévo			Page 78 of 135

Setup	Start End	Teardown	Room E	event	Organization/Contact	EC	Status
< 12:00 PM	3:00 PM 8:00 PM		MU 227 Pinal (0	Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
	Service Provider Room Setup	<u>Time</u>	Quantity	Resource Regular for 1			
< 12:00 PM	3:00 PM 8:00 PM		MU 229 Santa Cruz (0	Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
	Service Provider Room Setup	<u>Time</u>	Quantity	Resource Regular for 1			
< 12:00 PM	3:00 PM 8:00 PM		MU 238 Apache (0	Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
	Service Provider Room Setup	<u>Time</u>	Quantity	Resource Regular for 1			
< 12:00 PM	3:00 PM 8:00 PM		MU 240 Navajo (0	Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
	Service Provider Room Setup	<u>Time</u>	Quantity	Resource Regular for 1			
< 12:00 PM	3:00 PM 8:00 PM		MU 241 Ventana (0	Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
	Service Provider Room Setup	<u>Time</u>	Quantity	Resource Regular for 1			
< 12:00 PM	3:00 PM 8:00 PM		MU 246 Coconino (0	Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
	Service Provider	<u>Time</u>	<u>Quantity</u>	Resource			
				A mazévo			Page 79 of 135

Setup	Start Room Setu	End p	Teardown	Room	Event F	t Regular for 1	Organization/Contact	EC	Status
< 12:00 PM	3:00 PM	8:00 PM		MU 248 Rincon	(Q034	41) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
	Service Pro		<u>Time</u>	Quantit	_	<u>Resource</u> Regular for 1			
< 12:00 PM	3:00 PM	11:00 PM		MU 208 Chrysocolla	(Q034	41) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
	Service Pro		<u>Time</u>	Quantit	-	<u>Resource</u> Regular for 1			
< 1:45 PM	2:00 PM	2:30 PM	2:45 PM >	Lactation Room #43	(D774	48) - Lactation Room	Lactation Room User Olivia Hernandez, 7863718071	IV	Confirmed - Reservation Booked
	Service Pro		<u>Time</u>	Quantit	•	Resource Other for 1			
< 2:00 PM	4:00 PM	7:30 PM		MU 226 Graham	(Y174 Sessi	49) - Senior Experience Sharing ion	CHINESE STUDENT & SCHOLAR ASSOCIATION Shengyu Hao, 480-621-1905	EA	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	ty <u>F</u>	Resource			
	Room Setu	р			ι	U-Shape for 30			
	MU Equipm	nent		1	F	HD Display Graham			
	Reminders			1	5	Special Event Registry			
						This event is required to submit a for event, or on the day of booking if less			0 days prior to the
						You will be contacted by the appropr	iate ASU entity if additional docເ	ımentation is	s needed.
						https://eventreg.asu.edu			

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 Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>			
	Room Setu	ıp			Theater Style for 100			
	MU Equipn	nent	1		Data Projector Panasonic Ballrooms			
					For use in Union Stage and back u	p 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 st	tereo mini cord		
	Reminders			1	Special Event Registry			
					This event is required to submit a feevent, or on the day of booking if le			0 days prior to the
					You will be contacted by the appro	priate ASU entity if additional doc	umentation is	s 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 Customer Ad	5:00 PM	8:30 PM ::00 PM		MU 207 Gold Room	(A2267) - Hindu YUVA - General Body Meeting	HINDU YUVA Nandini Bhatt,Devansh Gupta, 602-831-4615	DG	Confirmed - Reservation Booked
	Service Pro	vider	<u>Time</u>	Quantit	<u>y Resource</u>			

Friday, Sep 8, 2023

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	Room Setu	ıp			Individual Rectangle Tables for 60			
	MU Equipn	nent		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 fewent, or on the day of booking if le			30 days prior to the
					You will be contacted by the appro	opriate ASU entity if additional do	cumentation	is needed.
					https://eventreg.asu.edu			
	Setup Note	es		1	MU Operations:			
					Additional Notes: Individual Rectar	ngular Table setup for 60. (4 chai	rs 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 SCOULAR 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 Pro	<u>vider</u>	<u>Time</u>	Quanti	<u>ty Resource</u>			
	Room Setu	ıp			Theater Style for 60			
				1	Food and Beverage Anticipated - Mer	morial Union		

Friday, Sep 8, 2023

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	ASU Cateri Beverage A	ing - Food and Anticipated	i					
						ial Union utilizes our in-house vendor, Sun Devil Hosp er food and beverage vendors are not permitted for us		ood and beverage
						food and beverage needs for your event, please conta or email (asucatering@gmail.com).	ct ASU Cateri	ing via phone (480-
	MU Equipn	nent		1	Data Projector	Pima		
				1	Microphone/Pir	ma HH Wireless		
				1	Podium Pima w	v/ mic		
	Reminders	;		1	Special Event F	Registry		
						s required to submit a form to the University Special E the day of booking if less than 30 days before the eve		30 days prior to the
					You will be	contacted by the appropriate ASU entity if additional d	ocumentation	is needed.
					https://even	treg.asu.edu		
	6:00 PM	11:00 PM		MU 221 Arizona	(Q0341) - Setup	IRA A. FULTON SCHOOL (ENGINEERING Elaine Michaud, 480884242		MU/STPV Staff Set- up/Teardown
	7:00 PM	11:00 PM		MU 206 Copper	(Q0341) - Setup	IRA A. FULTON SCHOOL (ENGINEERING Elaine Michaud, 480884242		MU/STPV Staff Set- up/Teardown
	Service Pro	<u>vider</u>	<u>Time</u>	Quanti	<u>ity Resource</u>			
	Room Setu	ıp			Regular for 1			
	7:00 PM	11:00 PM		MU 210 Plata	(Q0341) - Setup	IRA A. FULTON SCHOOL (ENGINEERING Elaine Michaud, 480884242		MU/STPV Staff Set- up/Teardown
	Service Pro	vider	<u>Time</u>	Quanti	ity <u>Resource</u>			
	Room Setu	ір			Regular for 1			

Setu	ıρ	Start	End	Teardown	Room	Ev	rent	Organization/Contact	EC	Status
		7:30 PM	11:00 PM		MU 226 Graham	(Q(, ,	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
		Service Prov	<u>vider</u>	<u>Time</u>	Quantity	<u>ty</u>	Resource			
		Room Setu	р				Regular for 1			
		8:00 PM	11:00 PM		MU 242 La Paz	(Q(, .	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
		Service Prov	<u>vider</u>	<u>Time</u>	Quantity	<u>ty</u>	Resource			
		Room Setu	р				Regular for 1			
		8:30 PM	11:00 PM		MU 207 Gold Room	(Q(, 1	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
		Service Prov	vider	<u>Time</u>	<u>Quantit</u> y	ty	Resource			
		Room Setu	р				Regular for 1			

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
< 10:00 PM	1:00 AM	11:00 PM		MU 228 Cochise	e	(Q0341) - Setup	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	MU/STPV Staff Set- up/Teardown
	Service Prov	<u>vider</u>	<u>Time</u>		Quantity	Resource			
	Room Setu	р				Regular for 1			
< 3:45 AM Customer Ac	7:00 AM	6:00 PM :45 AM	9:00 PM >	MU 202 Alumni	Lounge	(W4663) - GR Con 2023	Knowledge Enterprise - Tempe Loni Roe, (602)543-1655	IV,DS	Confirmed - Reservation Booked
	Service Prov	<u>vider</u>	<u>Time</u>		Quantity	Resource			
	Room Setu	р				Rounds for 100			
	MU Equipm	nent			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 Note	s			1	MU Operations:			
						Anticipated Schedule: Client to arrive cleanup from 5:30pm-6pm	e 6:45am for setup. Event to take	place from	7am-5:30pm, and
						Diagram Completed: https://diagram b217650b3609	.socialtables.com/diagram/ad93a	a6b2-09d9-4	023-9dcf-
						Additional Notes: Client requested tv	vo 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
	Service Prov	<u>vider</u>	<u>Time</u>		Quantity	Resource			
	Room Setu	р				Theater Style for 150			
	MU Equipm	nent			1	Data Projector Pima			
					2	Microphone/Pima HH Wireless			

Setup	Start	End	Teardown	Room 1	Ev	vent Podium Pima w/ mic	Organization/Contact	EC	Status
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 206 Copper	(Q	0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quan</u>	<u>ntity</u>	Resource			
	Room Setu	ab				Regular for 16			
	MU Equipr	nent		1		HD Display Copper			
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 207 Gold Room	(Q	0341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quan</u>	ntity	Resource			
	Room Setu	qı				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 Chrysocolla	(Q	00341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quan</u>	<u>ntity</u>	<u>Resource</u>			
	Room Setu	qı				Regular for 16			
	MU Equipr	nent		1		HD Display Chrysocolla			
< 7:00 AM	8:00 AM	5:00 PM >	7:00 AM >	MU 210 Plata	(Q	00341) - FTC Kickoff	IRA A. FULTON SCHOOL OF ENGINEERING Elaine Michaud, 4808842424	SS	Details Pending - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quan</u>	<u>ntity</u>	Resource			
	Room Setu	ab				Regular for 16			
	MU Equipr	ment		1		HD Display Plata			

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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u>y Resource</u>			
	Room Set	up			Rounds for 120			
	MU Equip	ment		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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u>y Resource</u>			
	Room Set	up			Theater Style for 550			
	MU Equip	ment		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 Not	es		1	Setup Notes			
					See diagram - dropped 9.8 DS			
					Theater for 551; set in 3 sections p	er diagram		
					Open space at front of room, client	t is bringing in field for robots		
					6x8 podium north wall, podium on	riser		
					7 rectangle tables on south wall for	r client materials		
								Page 87 of 135

Saturday, Sep 9, 2023

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					2 tables w 2 chairs eac	h 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
	Service Pro Room Setu MU Equipn	ıp	<u>Time</u>	<u>Quantit</u> 1	Resource Regular for 16 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
	Service Pro Room Setu MU Equipn	ıp	<u>Time</u>	Quantit 1	Resource Regular for 32 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
	Service Pro Room Setu MU Equipn	ıp	<u>Time</u>	<u>Quantit</u> 1	<u>Resource</u> Regular for 30 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
	Service Pro Room Setu MU Equipn	ıp	<u>Time</u>	<u>Quantit</u> 1	Resource Regular for 32 HD Display Graham			

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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u> Resource</u>			
	Room Setu	ab			Regular for 20			
	MU Equipr	ment		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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	<u>y</u> <u>Resource</u>			
	Room Setu	ab			Theater Style for 100			
	MU Equipr	ment		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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Setu	qı			Regular for 20			
	MU Equipr	nent		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
	Service Pro	ovider	<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Setu	ap			Regular for 20			
	MU Equipr	ment		1	HD Display Apache			
	Setup Note	es		1	Setup Notes			
					catering to use 6ft credenza			

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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u>y Resource</u>			
	Room Set	up			Regular for 20			
	MU Equip	ment		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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Set	up			Theater Style for 150			
	MU Equip	ment		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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Set	up			Theater Style for 256			
	MU Equip	ment		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 Not	es		1	Setup Notes			
					See diagram dropped 9.8 DS			
					Theater for 256, set in 3 sections p	er diagram		
					Large open space at front for client	to add field		
								Page 90 of 135

					Weillorial Officia			
Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					3 tables in northwest corner of roo	om 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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Set	up			Theater Style for 60			
	MU Equip	ment		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
	Service Pr	<u>ovider</u>	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Set	up			Theater Style for 42			
	MU Equip	ment		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
	Service Pr	<u>ovider</u>	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Set	up			Regular for 20			
	MU Equip	ment		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
	Service Pr	ovider	<u>Time</u>	Quantity	<u>Resource</u>			
	Room Set	up			Regular for 1			

Sunday, Sep 10, 2023 Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 2:00 PM Customer A	3:00 PM	6:00 PM 2:45 PM	6:45 PM >	MU 207 Gold Room	(L8659) - AEPhi Meetings	ALPHA EPSILON PHI Sivan Plotkin, (516)384-9332	LL	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>			
	Room Setu	ıp			U-Shape for 40			
	MU Equipr	nent		1	Gold Room A/V			
					Includes data projector, podium wit Data Projector Gold (1) Microphone/Gold HH Wireless (1)	h built-in microphone, and one ac	lditional wire	eless microphone.
	Reminders			1	Podium Gold (1) Special Event Registry			
				·	This event is required to submit a feevent, or on the day of booking if le	ess than 30 days before the event	date.	
					https://eventreg.asu.edu	priate Acc chitty ii additional doc	umentation	is needed.
	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/Teardown
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>y Resource</u>			
	Room Setu	ıp			Other for 1			
	MU Equipr	nent		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 Pr	<u>ovider</u>	<u>Time</u>	Quantity	<u>Resource</u>			
	MU Equip	ment		70	Chairs Turquoise Ballroom			
				7	Table 6' Round Turquoise			
				1	Podium Turquoise w/ mic			
				1	Data Projectors Turquoise			
	Setup Not	es		1	Setup Notes			
					Diagram:			
					Notes: Client to bring in poster stand	ds 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
	Service Pr	<u>ovider</u>	<u>Time</u>	Quantity	<u>/ Resource</u>			
	ASU Cate Logistics	ring - Space		4	Table 6' Rectangle Catering - Memoria	l Union		
	MU Equip	ment		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

Setup	Start	End	Teardown	Room	Ev	vent vent	Organization/Contact	EC	Status
					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 Note	es				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 wal	I with black linen for tech		
						4 draped tables w 8 chairs in hall for	check in; place 4 easels at chec	k in	
						Open pass thru doors to Ventana			
						Catering to use 4 tables east wall			
						Client to use UTO/Seth Levine rega	rding tech support to live stream/	Zoom the m	eeting
	4:00 PM	7:00 PM		MU 227 Pinal	(H	11779) - 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 Pro	<u>vider</u>	<u>Time</u>		Quantity	Resource			
	Room Setu	qı				Individual Rectangle Tables for 24			
	4:00 PM	7:00 PM		MU 241 Ventar	na (H	11779) - 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 Pro	ovider	<u>Time</u>		Quantity	<u>Resource</u>			

Sunday, Sep 10, 2023

						Memorial Union			
Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
	MU Equipn	nent			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 Note	es				Setup Notes			
						Diagram:			
						Additional Notes: Client to use room fo	or double-sided poster display b	oards, to be	e rented in by
						-6 rounds of 10 on south side of room			
< 5:00 PM	6:00 PM	9:00 PM	10:00 PM >	MU 230 Pima			Kommunity Service Club Cole Anderson, 9523806130	IV	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>		Quantity	y <u>Resource</u>			
	Room Setu	ıp				Theater Style for 75			
	MU Equipn	nent			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 event, or on the day of booking if less			0 days prior to the
						You will be contacted by the appropria	ate ASU entity if additional docu	mentation is	s needed.
						https://eventreg.asu.edu			

Monday, Sep 11, 2023 Memorial Union

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
	7:00 AM	5:00 PM 6:45 AM	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
•	0 . D	. ,	т.	,	O 111	1			

				Jaszewski, (602)496-0763
Service Provider	<u>Time</u>	<u>Quantity</u>	Resource	
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	1 and 4 per diagram
			2 tables w 4 chairs on northeast wal	l with black linen for tech
			^ /	

Monday, Sep 11, 2023 Memorial Union

					Wichional Officia			
Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					4 draped tables w 8 chairs in hall fo	or check in; place 4 easels at che	ck in	
					Open pass thru doors to Ventana			
					Catering to use 4 tables east wall			
					Client to use UTO/Seth Levine reg	arding tech support to live stream	n∕Zoom the	e meetina
					Client to use UTO/Seth Levine reg			
< 2:45 AM Customer A	7:00 AM	5:00 PM 6:45 AM	8:00 PM >	MU 241 Ventana	(H1779) - Arizona Alzheimer's Consortium		IV	Details Pending - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantity	y <u>Resource</u>			
	MU Equip	ment		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 Not	es			Setup Notes			
					Diagram:			
					Additional Notes: Client to use room	m for double-sided poster display	boards, to	be rented in by
					-6 rounds of 10 on south side of ro	om		
< 4:15 AM Customer A	7:00 AM	5:00 PM 6:45 AM	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
	Service Pro	ovider	<u>Time</u>	Quantity	<u>y Resource</u>			
	MU Equip	ment		70	Chairs Turquoise Ballroom			
				7	Table 6' Round Turquoise			
				1	Podium Turquoise w/ mic			
				1	Data Projectors Turquoise			
					^^ /			

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
	Reminders	;		1	1	CATERING MAY BE REQUIRED - MU			
						For food and Beverage quotes pleas asucatering@gmail.com.	se contact ASU Catering at 480-	965-6508 OI	R
				1	1	Special Event Registry			
						This event is required to submit a fo event, or on the day of booking if les			30 days prior to the
						You will be contacted by the approp	riate ASU entity if additional doc	umentation i	s needed.
						https://eventreg.asu.edu			
	Setup Note	es		1	1	Setup Notes			
						Diagram:			
						Notes: Client to bring in poster stand	ds 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 L	ounge	(H1779) - Arizona Alzheimer's Consortium	COLLEGE OF NURSING &	IV	Details Pending
Customer A	ccess Time: 6	6:00 AM					HEALTH INNOVATION DPC David Coon, Angelica Jaszewski, (602)496-0763		- Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>(</u>	Quantity	<u>Resource</u>			
	Room Setu	ap				Other for 1			
	MU Equipr	ment		Ę	50	Chairs Alumni Lounge			
				1	1	Data Projector Alumni Lounge			
				Ę	5	Table 6' Round Alumni			
				1	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
	Service Pro	ovider	<u>Time</u>	<u> </u>	Quantity	Resource			
	Room Setu	aı				Individual Rectangle Tables for 24			

Monday, Sep 11, 2023 Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 6:30 AM			(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 Pro	<u>vider</u>	<u>Time</u>	Quantit	<u>y</u> <u>Resource</u>			
	Room Setu	ıp			Boardroom Style for 12			
	MU Equipn	nent		1	HD Display Copper			
	Setup Note	es		1	MU Operations:			
					Anticipated Schedule: Room to be u	sed as a mail room.		
< 6:30 AM	7:00 AM	11:30 PM>	12:00 AM >	MU 208 Chrysocolla	(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 Provider		<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Setup				Boardroom Style for 12			
	MU Equipn	nent		1	HD Display Chrysocolla			
	Setup Note	es		1	MU Operations:			
					Anticipated Schedule: Room to be u	sed 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
< 8:00 AM Customer A	10:00 AM	11:30 AM 9:00 AM	12:30 PM >	MU 230 Pima	(Y8080) - Reflect, Respect, & Respond	CHANGEMAKER CENTRAL MU Alma Barnett, 602-543-2798	IV	Confirmed - Reservation Booked
	Service Pro	vider	<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Setu	ıp			Theater Style for 150			
	MU Equipn	nent		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
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	y <u>Resource</u>			
	Room Setu	ıp			Other for 80			
	ASU Cater Logistics	ing - Space		1	Catering Placement Notes			
					CATERING TO USE 4 TABLES EA	AST WALL		
				4	Table 6' Rectangle Catering - Memoria	al Union		
	MU Equipn	nent		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 for event, or on the day of booking if le	ss than 30 days before the even	t date.	• •
					You will be contacted by the approp	onate ASO entity if additional doc	umentation	is needed.
					https://eventreg.asu.edu			
	Setup Note	es		1	MU Operations:			
					Anticipated Schedule: 11am-11:30a cleanup	am setup time, 11:30am-12:30pn	n event, and	12:30pm-1pm
					Diagram Completed: https://diagrar 19f88b55b37f	m.socialtables.com/diagram/e350)206c-a750-	4467-9bf3-
					Additional Notes: 2 rounds with no	chairs		
< 10:30 AM Customer Ad	12:00 PM	2:00 PM 1:00 AM	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
	Service Pro	vider	<u>Time</u>	Quantit	y <u>Resource</u>			

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	Room Setu	ıp			Rounds for 35			
		ing - Food and Anticipated	I	1	Food and Beverage Anticip	pated - Memorial Union		
						lizes our in-house vendor, Sun Devil Hosp beverage vendors are not permitted for use		ood and beverage
					To discuss food and be 965-6508) or email (asu	verage needs for your event, please conta ucatering@gmail.com).	ct ASU Cater	ing via phone (480-
	MU Equipn	nent		1	Data Projector Lapaz East			
				2	Microphone/Lapaz HH Wir	eless		
				1	Podium Lapaz			
	Reminders	;		1	Special Event Registry			
					This event is required to event, or on the day of l	o submit a form to the University Special E booking if less than 30 days before the eve	vent Registry ent date.	30 days prior to the
					You will be contacted by	y the appropriate ASU entity if additional d	ocumentation	is needed.
					https://eventreg.asu.edu	u		
	Setup Note	es		1	MU Operations:			
					Additional Notes: Banqı	uet 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
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>x Resource</u>			
	Room Setu	ıp			Other for 1			
					Notes			
					Please make sure room	n is clean for client use.		
< 11:15 AM	12:00 PM	1:00 PM	1:45 PM >	MU 207 Gold Room	(Z6418) - Boren Information Se	Office of National Scholarsh Advisement Kaia Johnson, 480-727-820-		Confirmed - Reservation Booked
	Service Pro	vider	<u>Time</u>	<u>Quantit</u>	<u> Resource</u>			
	Room Setu	ıp			Individual Rectangle Table	s for 45		
	MU Equipn	nent		1	Data Projector Gold			

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
				2	Microphone/Gold HH Wireless			
				1	Podium Gold			
				12	Table 4' x 3' Gold			
	Reminders	;		1	Special Event Registry			
					This event is required to submit a fo event, or on the day of booking if les	rm to the University Special Eve ss than 30 days before the event	nt Registry date.	30 days prior to the
					You will be contacted by the approp	riate ASU entity if additional doc	umentation	is needed.
					https://eventreg.asu.edu			
	Setup Note	es		1	MU Operations:			
					Additional Notes: Individual Rectang	gular tables style for 48 (12 table	s with 4 cha	irs 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 Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u>y Resource</u>			
	Room Setu	ηp			Other for 1			
< 3:45 PM Customer Ad	5:00 PM	7:15 PM 4:45 PM	8:15 PM >	MU LI-47 Kaibab	(K7092) - YDSA at ASU Central Committee Meeting	YOUNG DEMOCRATIC SOCIALISTS OF AMERICA (YDSA) Bryce Askew, 4808157306	AV	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u>y Resource</u>			
	Room Setu	ıp			Boardroom Style for 10			
	MU Equipr	nent		1	Dry Erase Board Kaibab w/markers			
					South wall of room is a white board			
				1	HD Display Kaibab			
	Reminders	3		1	Special Event Registry			
					This event is required to submit a fo event, or on the day of booking if les			30 days prior to the
								D 100 510E

Setup	Start	End	Teardown	Room	E	Event	Organization/Contact	EC	Status
						You will be contacted by the approp	riate ASU entity if additional doc	umentation i	is needed.
						https://eventreg.asu.edu			
< 3:50 PM Customer A	4:30 PM ccess Time: 4	6:15 PM :20 PM	6:45 PM >	MU 246 Coconino	(F	P7882) - Selection Info Session	DEVILS' ADVOCATES Asher Baptista, 9166638501	EA	Details Pending - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>C</u>	Quantity	<u>Resource</u>			
	Room Setu	р				Theater Style for 30			
	MU Equipm	nent		1		Data Projector Coconino			
				1		Podium Coconino			
	Reminders			1		Special Event Registry			
						This event is required to submit a for event, or on the day of booking if les			30 days prior to the
						You will be contacted by the approp	riate ASU entity if additional doc	umentation i	is needed.
						https://eventreg.asu.edu			
< 5:00 PM	6:00 PM	7:15 PM	7:45 PM >	MU 224 Gila		https://eventreg.asu.edu V2947) - Amphenol Engineering Info Session	ENGINEERING CAREER CENTER	IV	Confirmed - Reservation
	6:00 PM ccess Time: 5		7:45 PM >	MU 224 Gila		V2947) - Amphenol Engineering Info		IV	•
		:30 PM	7:45 PM >			V2947) - Amphenol Engineering Info	CENTER	IV	Reservation
	ccess Time: 5	:30 PM			Ś	V2947) - Amphenol Engineering Info Session	CENTER	IV	Reservation
	Service Pro	:30 PM vider p ng - Food and	<u>Time</u>		Ś	V2947) - Amphenol Engineering Info Session Resource	CENTER David Stuempfle, 5-8718	IV	Reservation
	Service Pro Room Setu ASU Cateri	:30 PM vider p ng - Food and	<u>Time</u>	C	Ś	W2947) - Amphenol Engineering Info Session Resource Classroom for 20	CENTER David Stuempfle, 5-8718 orial Union nouse vendor, Sun Devil Hospita		Reservation Booked
	Service Pro Room Setu ASU Cateri	:30 PM vider p ng - Food and	<u>Time</u>	C	Ś	N2947) - Amphenol Engineering Info Session Resource Classroom for 20 Food and Beverage Anticipated - Mem The Memorial Union utilizes our in-h	CENTER David Stuempfle, 5-8718 orial Union nouse vendor, Sun Devil Hospita ndors are not permitted for use. Is for your event, please contact	lity, for all fo	Reservation Booked

Monday, Sep 11, 2023 Memorial Union

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 5:00 PM Customer Ad	8:00 PM	10:00 PM 6:00 PM	11:00 PM >	MU 085 Union Stage	(F4432) - TBA Comedy Live Shows	TBA Comedy Taylor Smith, 480-438-7690	AV	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u> y	<u>/ Resource</u>			
	Room Setu	ıp			Theater Style for 100			
	MU Equipn	nent		1	Monitor Mobile Union Stage (HDMI)			
					70" screen on cart,			
				1	Podium Union Stage			
				1	Sound System Union Stage			
					2 speakers with microphone and s	tereo mini cord		
	Reminders	•		1	Special Event Registry			
					This event is required to submit a fevent, or on the day of booking if le			30 days prior to the
					You will be contacted by the appro	priate ASU entity if additional dod	cumentation	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
	Service Pro	<u>vider</u>	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Setu	ıp			Boardroom Style for 10			
	MU Equipn	nent		1	HD Display Yavapai			
				1	Phone Conference Cisco Yavapai			
					480-727-1279			
				1	Dry Erase Board Portable Small w/ma	arkers		
	Reminders	;		1	Special Event Registry			
					This event is required to submit a fevent, or on the day of booking if le			30 days prior to the
					You will be contacted by the appro	priate ASU entity if additional doc	umentation	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: Customer Access Time: 6:30 PM		9:15 PM >	MU 230 Pima		(J7243) - LSP Meetings	LEADERSHIP SCHOLARSHIP PROGRAM LARA KLINKNER, 480-965- 9139	AV	Confirmed - Reservation Booked				
	Service Pr	<u>ovider</u>	<u>Time</u>		Quantity	Resource						
	Room Setup					Theater Style for 1						
	MU Equipment				1	Data Projector Pima						
					1	Microphone/Pima HH Wireless						
					1	Podium Pima w/ mic						
	Reminder	s			1	Special Event Registry						
						This event is required to submit a form to the University Special Event Registry 30 day 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			
	Service Pr	<u>ovider</u>	<u>Time</u>		Quantity	<u>Resource</u>						
	Room Setup MU Equipment					U-Shape for 25						
					1	HD Display Navajo						
	Reminder	s			1	Special Event Registry						
						This event is required to submit a fo event, or on the day of booking if les			30 days prior to the			
	You will be contacted by the appropriate ASU entity if additional documen								s needed.			
https://eventreg.asu.edu												
	8:00 PM		11:00 PM >	MU 225 Yuma		(Z1880) - Theta Delta Chi Chapter Meeting	THETA DELTA CHI Riley Witz, 4259195500	DG	Confirmed - Reservation Booked			
	Service Pr	<u>ovider</u>	<u>Time</u>		Quantity	<u>Resource</u>						
	Room Set	up				U-Shape for 25						
									Page 105 of 13			

Setup	Start	End	Teardown	Room	E۱	vent	Organization/Contact	EC	Status			
	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 event, or on the day of booking if less than 30 days before the event date.						
						You will be contacted by the appre	propriate 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 (F		4922) - PASA E-Board Meeting	PHILIPPINE AMERICAN STUDENT ASSOCIATION (PASA) Julia Banez, 4086098956	EA	Confirmed - Reservation Booked			
	Service Provider Room Setup MU Equipment		<u>Time</u>	Quan	<u>ntity</u>	<u>Resource</u>						
				1		Boardroom Style for 20						
						Data Projector Rincon						
	Reminders	3		1		Special Event Registry						
					form to the University Special Eve less than 30 days before the even		30 days prior to the					
					You will be contacted by the appro	propriate ASU entity if additional documentation is needed.						
	https://eventreg.asu.edu											
	8:00 PM 12:00 AM>			MU 220 Turquoise	(N	//4718) - MU STAFF SET UP	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set- up/Teardown			
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quan</u>	<u>ntity</u>	<u>Resource</u>						
	Room Setup MU Equipment					Other for 250						
				33		Chairs Turquoise Ballroom						
				30		Table 6' Rectangle Turquoise						
				1		Microphone Lavalier Wireless						
	Setup Notes			1		Setup Notes						
					Please make sure AC system has gets too hot in past years during e	has been set to lowest setting night before event. The career fair ing event.						

Memorial Union										
Setup	Start	End	Teardown	Room	Event		Organization/Contact	EC	Status	
				1	MU Operation	is:				
					Anticipated	d Schedule: Scheduled ti	ime 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 STA	AFF SET UP	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set- up/Teardown	
	Service Pr	Service Provider		<u>Time</u> <u>Quantit</u>						
	Room Setup				Other for 500					
	MU Equipment			2	Dry Erase Boa	ard Portable Large w/ma	arkers			
					6' X 4'					
				10	Easel Plastic					
				15	Sign Stanchio	n 8.5.x 11, aluminum				
				49	Line Stanchion	ns - Memorial Union				
				1	-	avalier Wireless				
				53	Chairs Arizona					
				46		angle Ballroom				
				2	Drape 19' Mar					
				1	Drape 13' Mar	roon				
	Setup No	tes		1	Setup Notes					
					Please ma gets too ho	ke sure AC system has ot in past years during ev	been set to lowest setting night i vent.	before event	The career fair	

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

MU Operations:

Setup	Start	End	Teardown	Room		nt	Organization/Contact	EC	Status		
						Additional Notes: Client requested 2 4 draped check-in tables with 2 cha -1 draped rectangle with 2 chairs nex -1 lavalier microphone -Place 1 chair by each entrance insid	irs each t to check-in tables per diagram				
	8:00 PM	12:00 AM>		MU 241 Ventana	(M4 ⁻	718) - MU STAFF SET UP	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set- up/Teardown		
	Service Prov	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	У	Resource					
	Room Setu	p				Other for 500					
	MU Equipment			1		Microphone Lavalier Wireless					
				43		Chairs Arizona & Ventana					
				40		Table 6' Rectangle Ballroom					
	Setup Notes			1		Setup Notes					
						Please make sure AC system has be gets too hot in past years during ever		fore event.	The career fair		
				1		MU Operations:					
						Anticipated Schedule: Scheduled set	lule: Scheduled setup time for MU staff				
						Diagram Completed: https://diagram.socialtables.com/diagram/e75311bb-4dcf-4449-930d-4a90dc8b1bed					
						Additional Notes: Tabling layout plea -1 lavalier microphone -1 chair next to each door per diagral	•				
	9:00 PM	12:00 AM>		MU 202 Alumni Lounge	(M4 ⁻	718) - MU STAFF SET UP	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set- up/Teardown		
	Service Prov	<u>/ider</u>	<u>Time</u>	<u>Quantit</u>	У	<u>Resource</u>					
	Room Setu	o				Other for 100					

MU Equipment

Monday, Sep 11, 2023

Memorial Union

Setup	Start	End	Teardown	Room	Eve	ent	Organization/Contact	EC	Status
		ing - Food and Anticipated	d	1		Food and Beverage Anticipated - Mem	orial Union		
						The Memorial Union utilizes our in-h needs. Other food and beverage ve		ality, for all fo	od and beverage
						To discuss food and beverage need 965-6508) or email (asucatering@g		ASU Caterir	ng via phone (480-
	MU Equipn	nent		9		Chairs Alumni Lounge			
				1		Data Projector Alumni Lounge			
				4		Table 6' Rectangle Alumni			
				1		Microphone Lavalier Wireless			
	Setup Note	es		1		Setup Notes			
						Please make sure AC system has b gets too hot in past years during eve		efore event.	The career fair
				1		MU Operations:			
						Anticipated Schedule: Blocked off til	me for setup		
						Diagram Completed: https://diagramfed925274687	n.socialtables.com/diagram/a374	47615-2e5b-4	4fc9-8f27-
						Additional Notes: Please place 1 ch	air next to each door (total of 2)		
	9:00 PM	12:00 AM>		MU 229 Santa Cruz	(M	4718) - Staff Setup	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	MU/STPV Staff Set- up/Teardown
	Service Pro	<u>vider</u>	<u>Time</u>	Quai	ntity	Resource			
	Room Setu	ıp				U-Shape for 25			

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

Service Provider	<u>Time</u>	<u>Quantity</u>	Resource
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 Pro	<u>vider</u>	<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Setu	ıp			Other for 100			
		ing - Food and Anticipated	i	1	Food and Beverage Anticipated - Memo	orial Union		
					The Memorial Union utilizes our in-h needs. Other food and beverage ver		ality, for all fo	ood and beverage
					To discuss food and beverage need 965-6508) or email (asucatering@gl	ls for your event, please contact mail.com).	ASU Cateri	ng via phone (480-
	MU Equipr	nent		9	Chairs Alumni Lounge			
				1	Data Projector Alumni Lounge			
				4	Table 6' Rectangle Alumni			
				1	Microphone Lavalier Wireless			
	Setup Note	es		1	MU Operations:			
					Anticipated Schedule: Blocked off tir	me for setup		
					Diagram Completed: https://diagramfed925274687	n.socialtables.com/diagram/a374	47615-2e5b-	4fc9-8f27-
					Additional Notes: Please place 1 cha -1 Lavalier microphone	air next to each door (total of 2)		
< 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
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	y <u>Resource</u>			
	Room Setu	ıp			Boardroom Style for 12			
	MU Equipn	nent		1	HD Display Copper			
	Setup Note	es		1	MU Operations:			

Tuesday, Sep 12, 2023 **Memorial Union**

					Memorial Union			
Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
					Anticipated Schedule: Room to be u	ised 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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Setu	up			Other for 50			
		ring - Food and Anticipated	I	1	Food and Beverage Anticipated - Mem	orial Union		
					The Memorial Union utilizes our in-h needs. Other food and beverage ve		ality, for all fo	ood and beverage
					To discuss food and beverage need 965-6508) or email (asucatering@g		ASU Cateri	ng via phone (480-
	MU Equipr	ment		1	Data Projector Gold			
				1	Display Maroon and Gold			
					VGA connection			
				1	Microphone/Gold HH Wireless			
				1	Podium Gold			
	Setup Note	es		1	MU Operations:			
					Anticipated Schedule: Setup 7am-1 end sooner)	1:30am, event 11:30am-5pm, ar	nd cleanup 5	5:30pm-11pm (may
					Diagram Completed:https://diagram 6737214b7e86	.socialtables.com/diagram/318a	6927-96de-	470d-bef7-
					Additional notes: 1 chair next to eac	h door per diagram		
< 5:00 AM	7:00 AM	11:00 PM		MU 208 Chrysocolla	(M4718) - FULTON SCHOOLS ENGINEERING FAIR, FALL 2019 - storage	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	ovider	<u>Time</u>	<u>Quantit</u> y	<u>/ Resource</u>			
	Room Setu	up			Boardroom Style for 12			
	MU Equipr	ment		1	HD Display Chrysocolla			

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	Setup Not	es		1	MU Operations:			
					Anticipated Schedule: Room to be u	sed 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 Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u> y	<u>/ Resource</u>			
	Room Set	up			Other for 250			
	MU Equip	ment		33	Chairs Turquoise Ballroom			
				30	Table 6' Rectangle Turquoise			
				1	Microphone Lavalier Wireless			
	Setup Not	es		1	MU Operations:			
					Anticipated Schedule: Setup from7a 11pm	m-11:30am, event from 11:30a	ım-5pm, and	l cleanup from 5pm
					Diagram Completed: https://diagram 1481706f5198 Additional Notes: Please place 1 cha	-		3-4765-8738-
< 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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantity	<u>/ Resource</u>			
	Room Set	up			Other for 500			
	MU Equip	ment		10	Easel Plastic			
				2	Dry Erase Board Portable Large w/mark	kers		
					6' X 4'			
				15	Sign Stanchion 8.5.x 11, aluminum			
				49	Line Stanchions - Memorial Union			
				1	Microphone Lavalier Wireless			
					A 1007 A 10			Dana 440 af 40

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
					53	Chairs Arizona & Ventana			
					46	Table 6' Rectangle Ballroom			
					2	Drape 19' Maroon			
					1	Drape 13' Maroon			
	Setup Note	es			1	MU Operations:			
						Anticipated Schedule: Setup from go until 5pm, but cleanup to end 8pm		10:50am-4:3	0pm, and event to
						Diagram Completed: https://diagra 3a8a607b7acd	m.socialtables.com/diagram/6a8	8b6b47-0eb5	-4f30-931c-
						Additional Notes: Client requested - 4 draped check-in tables with 2 cl -1 draped rectangle with 2 chairs n -1 lavalier microphone -Place 1 chair by each entrance ins	hairs each ext to check-in tables per diagra	ım	
< 5:00 AM	7:00 AM	11:00 PM		MU 224 Gila		(M4718) - Fulton Schools Engineering Fair Fall 2023	CENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantit	<u>Resource</u>			
	Room Setu	ıp				Other for 30			
		ing - Food an Anticipated	d		1	Food and Beverage Anticipated - Men	norial Union		
						The Memorial Union utilizes our inneeds. Other food and beverage versions			ood and beverage
						To discuss food and beverage nee 965-6508) or email (asucatering@		t ASU Cateri	ng via phone (480-
	MU Equipr	nent			3	Table 30" Round Cocktail			
	Setup Note	es			1	MU Operations:			
						Anticipated Schedule: Setup 7am- 11pm (may end sooner)	11:30am- event from 11:30am-5	pm, and clea	nup from 5pm-
						Diagram Completed: https://diagra	m.socialtables.com/diagram/f41	c6e46-a523-	4f06-9c5d-
						♦ mazévo			Page 114 of 135

					N	demorial Union			
Setup	Start	End	Teardown	Room	Even	nt bae99d65afdc	Organization/Contact	EC	Status
						Additional Notes: Client requested 3	cocktail tables		
< 5:00 AM	7:00 AM	11:00 PM		MU 226 Graham	(M47 Fall 2	718) - Fulton Schools Engineering Fair, 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Prov	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	ty !	Resource			
	Room Setu	р				Other for 32			
	ASU Cateri Beverage A	ng - Food and Inticipated	I	1	I	Food and Beverage Anticipated - Memo	rial Union		
						The Memorial Union utilizes our in-honeeds. Other food and beverage ven		ity, for all foc	od and beverage
	Setup Notes					To discuss food and beverage needs 965-6508) or email (asucatering@gn		ASU Caterin	g via phone (480-
	Setup Note	s		1	1	MU Operations:			
						Anticipated Schedule: Setup 7am-11 11pm (may end sooner)	:30am- event from 11:30am-5pr	n, and clean	up from 5pm-
						Diagram Completed: https://diagram. 881fa32e8016	.socialtables.com/diagram/070d/	20ed-ccec-4	523-8477-
< 5:00 AM	7:00 AM	11:00 PM		MU 227 Pinal		718) - FULTON SCHOOLS INEERING FAIR, FALL 2019	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Prov	<u>vider</u>	<u>Time</u>	Quantit	<u>ty</u>	Resource			
	Room Setu	р			ا	Individual Rectangle Tables for 24			
< 5:00 AM	7:00 AM	11:00 PM		MU 228 Cochise	(M47 Fall 2		ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Prov	vider	<u>Time</u>	Quantit	<u>ty</u>	Resource			
	Room Setu	р				Other for 80			

Tuesday, Sep 12, 2023 Memorial Union

					Michigan Chilor	•			
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 Scho Fall 2023	ools Engineering Fair,	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	ty <u>Resource</u>				
	Room Set	ир			U-Shape for 25				
	MU Equipr	ment		1	HD Display Santa	a Cruz			
< 5:00 AM	7:00 AM	11:00 PM		MU 230 Pima	(M4718) - Fulton Scho Fall 2023	ools Engineering Fair,	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	ty <u>Resource</u>				
	Room Set	ир			Regular for 150				
< 5:00 AM	7:00 AM	11:00 PM		MU 238 Apache	(M4718) - Fulton Scho Fall 2023	ools Engineering Fair,	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	ty <u>Resource</u>				
	Room Set	up			Individual Rectan	gle Tables for 24			
		ring - Food and Anticipated	d	1	Food and Bevera	ge Anticipated - Mem	orial Union		
							nouse vendor, Sun Devil Hospit ndors are not permitted for use		ood and beverage
						od and beverage need email (asucatering@g	s for your event, please contac mail.com).	t ASU Cateri	ng via phone (480-
< 5:00 AM	7:00 AM	11:00 PM		MU 240 Navajo	(M4718) - Fulton Scho Fall 2023	ools Engineering Fair,	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	ovider	<u>Time</u>	Quanti	ty <u>Resource</u>				
	Room Setup				U-Shape for 30				
				1	Food and Bevera	ge Anticipated - Mem	orial Union		

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).

ENGINEERING CAREER

VICKI FOX, Fulton General

Email, 480-965-5529

CENTER

IV,SS

< 5:00 AM 7:00 AM 11:00 PM MU 241 Ventana (M4718) - Fulton Schools Engineering Fair, ENGINEERING CAREER IV,SS Confirmed - Fall 2023 CENTER Reservation VICKI FOX,Fulton General Booked Email, 480-965-5529

Service Provider	<u>Time</u>	<u>Quantity</u>	Resource
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

(M4718) - Fulton Schools Engineering Fair,

Room Diagram

< 5:00 AM

7:00 AM

11:00 PM

 Service Provider
 Time
 Quantity
 Resource

 Room Setup
 Other for 60

 1
 Food and Beverage Anticipated - Memorial Union

Fall 2023

MU 242 La Paz

Confirmed -

Reservation

Booked

					Wichional Offich					
Setup	Start	End	Teardown	Room	Event	1	Organization/Contact	EC	Status	
		ing - Food and Anticipated	i							
							our in-house vendor, Sun Devil Hospitality, for all food and beverage rage vendors are not permitted for use.			
					To discuss food and b 965-6508) or email (as		for your event, please contact aail.com).	ASU Caterin	ig via phone (480-	
	Setup Note	es		1	MU Operations:					
					Anticipated Schedule:					
					Diagram Completed: h 467ec6166595	https://diagram.s	socialtables.com/diagram/2e2f6	6ad5-661e-4	3f6-9de2-	
					Additional Notes: 4 red -1 row of 10 chairs	ctangles with 2 o	chairs each			
< 5:00 AM	7:00 AM	11:00 PM		MU 246 Coconino	(M4718) - Fulton Schools Eng Fall 2023		ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked	
	Service Pro	<u>vider</u>	<u>Time</u>	Quanti	t <u>y</u> <u>Resource</u>					
	Room Setu	ıp			Rounds for 30					
< 5:00 AM	7:00 AM	11:00 PM		MU 299 2nd Floor Registration Area	(M4718) - Fulton Schools Eng Fall 2023		ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked	
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	ty <u>Resource</u>					
	Room Setu	ap			Regular for 1					
< 7:15 AM Customer A	8:00 AM	2:15 PM 7:45 AM	2:45 PM >	MU 210 Plata	(R2019) - ASUPD AZELLA Te		ASU Digital Prep Amanda Rupert, 724-525- 6124	DG	Confirmed - Reservation Booked	
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	ty <u>Resource</u>					
	Room Setu				Boardroom Style for 15					
	MU Equipn	-		1	HD Display Plata					
					. ,					

					Memorial Union			
Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
				1	Phone Conference Cisco Plata			
					480-727-1268			
	Reminders	;		1	Special Event Registry			
					This event is required to subm event, or on the day of booking	it a form to the University Special E g if less than 30 days before the eve	vent Registr ent date.	y 30 days prior to the
					You will be contacted by the a	opropriate ASU entity if additional d	ocumentatio	n 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
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quanti</u>	<u>ty Resource</u>			
	Room Setu	ıp			Other for 1			
					Notes			
					Please make sure room is clea	an 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 Pro	<u>vider</u>	<u>Time</u>	<u>Quanti</u>	t <u>y Resource</u>			
	Room Setu	ıp			Other for 1			
	Setup Note	es		1	Internal Notes			
					Please make sure space is cle	aned before each use		
< 11:45 AM	12:00 PM	1:30 PM		MU L1-35 Maricopa	(T5777) - Sun Devil Employees for Ch	rist ASU Staff Christian Fellowship Erica Day, 480 965.3253	DG	Confirmed - Reservation Booked
	Service Pro	vider	<u>Time</u>	<u>Quanti</u>	ty <u>Resource</u>			
	Room Setu	ıp			Boardroom Style for 15			
	MU Equipn	nent		1	Dry Erase Board Maricopa w/mar	kers		
					South wall of room is a white b	oard		
				1	HD Display Maricopa			

Wiemonal Omon										
Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status		
				1	Phone Conference Polycom Maricop	a				
	Reminders	5		1	Special Event Registry					
					This event is required to submit a form to the University Special Event Registry 30 days prio event, or on the day of booking if less than 30 days before the event date.					
					You will be contacted by the appro	opriate ASU entity if additional doc	cumentation	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		
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u>y Resource</u>					
	Room Set	up			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		
	Service Pro	ovider	<u>Time</u>	Quantit	<u>y Resource</u>					
	Room Set				Other for 1					
	Room Set	up		1	Other for 1 Internal Notes					
		up				ed before each use				
< 4:00 PM Customer A		up es 8:00 PM	9:00 PM >		Internal Notes	ed before each use FINANCIAL MANAGEMENT ASSOC. Elijah Hamstra, 602-679-7449	EA	Confirmed - Reservation Booked		
	Setup Note	8:00 PM		1	Internal Notes Please make sure space is cleane (X5340) - FMA/Career Services Finance Career Fair Preparations	FINANCIAL MANAGEMENT ASSOC.		Reservation		
	Setup Note 6:00 PM ccess Time: 9	8:00 PM 5:00 PM	9:00 PM >	1 MU 085 Union Stage	Internal Notes Please make sure space is cleane (X5340) - FMA/Career Services Finance Career Fair Preparations	FINANCIAL MANAGEMENT ASSOC.		Reservation		
	6:00 PM ccess Time: 9 Service Pro Room Set	8:00 PM 5:00 PM	9:00 PM >	1 MU 085 Union Stage	Internal Notes Please make sure space is cleane (X5340) - FMA/Career Services Finance Career Fair Preparations y Resource	FINANCIAL MANAGEMENT ASSOC. Elijah Hamstra, 602-679-7449		Reservation		
	6:00 PM ccess Time: 9 Service Pro Room Set	es 8:00 PM 5:00 PM ovider up ring - Food an	9:00 PM >	1 MU 085 Union Stage Quantit	Internal Notes Please make sure space is cleane (X5340) - FMA/Career Services Finance Career Fair Preparations y Resource Individual Rectangle Tables for 50	FINANCIAL MANAGEMENT ASSOC. Elijah Hamstra, 602-679-7449 morial Union		Reservation Booked		
	6:00 PM ccess Time: 9 Service Pro Room Set	es 8:00 PM 5:00 PM ovider up ring - Food an	9:00 PM >	1 MU 085 Union Stage Quantit	Internal Notes Please make sure space is cleaned (X5340) - FMA/Career Services Finance Career Fair Preparations Y Resource Individual Rectangle Tables for 50 Food and Beverage Anticipated - Median The Memorial Union utilizes our in	FINANCIAL MANAGEMENT ASSOC. Elijah Hamstra, 602-679-7449 morial Union n-house vendor, Sun Devil Hospita vendors are not permitted for use.	ility, for all fo	Reservation Booked		

						Wellional Officia			
Setup	Start	End	Teardown	Room	E	Event	Organization/Contact	EC	Status
						70" screen on cart,			
					1	Podium Union Stage			
					1	Sound System Union Stage			
						2 speakers with microphone and	d stereo mini cord		
					13	Table 6' Rectangle Union Stage			
	Reminders	3			1	Special Event Registry			
							a form to the University Special Ev if less than 30 days before the ever		30 days prior to the
						You will be contacted by the app	propriate ASU entity if additional do	cumentation	is needed.
						https://eventreg.asu.edu			
	Setup Note	es			1	MU Operations:			
						Additional Notes: 4 chairs per ta	ble		
	5:00 PM	5:30 PM		Lactation Roor	n #41 (S7336) - Lactation Room Reservation	Lactation Room User Jacqueline Black-Harding, 480-278-5382	AV	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	Resource			
	Room Setu	ıp				Other for 1			
	Setup Note	es			1	Internal Notes			
						Please make sure space is clea	ned before each use		
< 5:30 PM	6:00 PM	7:00 PM	7:30 PM >	MU 210 Plata	(B7559) - Devils in the Bedroom Meeting	g DEVILS IN THE BEDROOM Emma Ison, 4806864093	EA	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	Resource			
	Room Setu	ıp				Boardroom Style for 10			
	MU Equipr	nent			1	HD Display Plata			
	Reminders	S			1	Special Event Registry			
							a form to the University Special Ev if less than 30 days before the evel		30 days prior to the
						You will be contacted by the app	propriate ASU entity if additional do	cumentation	is needed.

Room Setup

MU Equipment

Tuesday, Sep 12, 2023 Memorial Union

Setup	Start	End	Teardown	Room		Event https://eventreg.asu.edu	Organization/Contact	EC	Status
< 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
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	<u>Resource</u>			
	Room Set	ир				Boardroom Style for 20			
	MU Equipr	nent			1	Data Projector Rincon			
	Reminders	5			1	Special Event Registry			
		Reminders				This event is required to submit a fo event, or on the day of booking if les			30 days prior to the
						You will be contacted by the approp	oriate ASU entity if additional doc	umentation i	s 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
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	<u>Resource</u>			

Boardroom Style for 20

HD Display Yuma

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 Pro	<u>ovider</u>	<u>Time</u>	<u>Quantit</u>	<u>Resource</u>			
	Room Set	up			Other for 500			
	MU Equipr	ment		2	Dry Erase Board Portable Large w/mar	kers		
					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 Note	es		1	MU Operations:			
					Anticipated Schedule: Setup from 7a go until 5pm, but cleanup to end 8pr		0:50am-4:30	Opm, and event to
					Diagram Completed: https://diagram 3a8a607b7acd	n.socialtables.com/diagram/6a8t	o6b47-0eb5-	4f30-931c-
					Additional Notes: Client requested 2 - 4 draped check-in tables with 2 cha -1 draped rectangle with 2 chairs ne -1 lavalier microphone -Place 1 chair by each entrance insi-	airs each xt to check-in tables per diagrar	n	
< 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
	Service Pro	ovider	<u>Time</u>	Quantit	<u>y Resource</u>			

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	Room Setu	ир			Other for 500			
	MU Equipr	nent		1	Microphone Lavalier Wireless			
				47	Chairs Arizona & Ventana			
				42	Table 6' Rectangle Ballroom			
				1	Drape 13' Maroon			
	Setup Note	es		1	MU Operations:			
					Anticipated Schedule: Setup from 7 9pm (may end sooner)	7am-11:30am, event from 11:30	am-5pm, and	d cleanup from 5pm-
					Diagram Completed: https://diagram 66681d65a628	m.socialtables.com/diagram/c3	0c7137-ddd4	-40b7-b00e-
					Additional Notes: Tabling layout ple -1 lavalier microphone -1 chair next to each door per diagr - 2 draped rectangles with 2 chairs	ram	ntrance to ba	ıllroom per diagram
< 5:00 AM	7:00 AM	11:00 PM		MU 202 Alumni Lounge	(M4718) - Fulton Schools Engineering Fair Fall 2023	CENTER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quantit	y <u>Resource</u>			
	Room Setu	ир			Other for 100			
		ing - Food an Anticipated	ıd	1	Food and Beverage Anticipated - Men	norial Union		
					The Memorial Union utilizes our inneeds. Other food and beverage versions			ood and beverage
					To discuss food and beverage nee 965-6508) or email (asucatering@g		ct ASU Cater	ing via phone (480-
	MU Equipr	ment		9	Chairs Alumni Lounge			
				1	Data Projector Alumni Lounge			
				4	Table 6' Rectangle Alumni			
				1	Microphone Lavalier Wireless			
	Setup Note	es		1	MU Operations:			

Setup	Start	End	Teardown	Room	Event		Organization/Contact	EC	Status
						Anticipated Schedule: Blocked off tin	ne for setup		
						Diagram Completed: https://diagram fed925274687	.socialtables.com/diagram/a374	ŀ7615-2e5b-₄	4fc9-8f27-
						Additional Notes: Please place 1 cha -1 Lavalier microphone	air next to each door (total of 2)		
< 5:00 AM	7:00 AM	11:00 PM		MU 206 Copper		8) - FULTON SCHOOLS IEERING FAIR, FALL 2021 - storage	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	ty <u>Re</u>	<u>esource</u>			
	Room Setu	ıb			Во	pardroom Style for 12			
	MU Equipn	nent		1	Н	D Display Copper			
	Setup Note	es		1	М	U Operations:			
						Anticipated Schedule: Room to be us	sed as a mail room.		
< 5:00 AM	7:00 AM	11:00 PM		MU 207 Gold Room	(M4718 Fall 20	8) - Fulton Schools Engineering Fair, 23	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	ty Re	<u>esource</u>			
	Room Setu	ıp			Ot	ther for 50			
		ing - Food an Anticipated	d	1	Fo	ood and Beverage Anticipated - Memo	orial Union		
						The Memorial Union utilizes our in-honeeds. Other food and beverage ven		lity, for all fo	od and beverage
						To discuss food and beverage needs 965-6508) or email (asucatering@gr	s for your event, please contact nail.com).	ASU Caterir	ng via phone (480-
	MU Equipn	nent		1	Da	ata Projector Gold			
				1	Di	splay Maroon and Gold			
						VGA connection			
				1	Mi	icrophone/Gold HH Wireless			
						A mazáva			Dogo 125 of 125

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
				1	Podium Gold			
	Setup Not	es		1	MU Operations:			
					Anticipated Schedule: Setup 7ar end sooner)	n-11:30am, event 11:30am-5pm, a	and cleanup	5:30pm-11pm (may
					Diagram Completed:https://diagr 6737214b7e86	ram.socialtables.com/diagram/318	a6927-96de-	470d-bef7-
					Additional notes: 1 chair next to	each door per diagram		
< 5:00 AM	7:00 AM	11:00 PM		MU 208 Chrysocolla	(M4718) - FULTON SCHOOLS ENGINEERING FAIR, FALL 2019 - stora	engineering career center vicki Fox,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quant	<u>ity Resource</u>			
	Room Set	up			Boardroom Style for 12			
	MU Equip	ment		1	HD Display Chrysocolla			
	Setup Notes 1 MU Operations:							
					Anticipated Schedule: Room to b	oe used as a storage room		
< 5:00 AM	7:00 AM	11:00 PM		MU 220 Turquoise	(M4718) - Fulton Schools Engineering F Fall 2023	air, ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quant	<u>ity Resource</u>			
	Room Set	up			Other for 250			
	MU Equip	ment		33	Chairs Turquoise Ballroom			
				30	Table 6' Rectangle Turquoise			
				1	Microphone Lavalier Wireless			
	Setup Not	es		1	MU Operations:			
					Anticipated Schedule: Setup fror 11pm	n7am-11:30am, event from 11:30a	am-5pm, and	l cleanup from 5pm-
					Diagram Completed: https://diag	ram.socialtables.com/diagram/1a1	127453-7ed3	-4765-8738-

Setup	Start	End	Teardown	Room	Event 1481706f5198	Organization/Contact	EC	Status
					Additional Notes: Please	e place 1 chair next to each door per dia	gram	
< 5:00 AM	7:00 AM	11:00 PM		MU 224 Gila	(M4718) - Fulton Schools Engin Fall 2023	eering Fair, ENGINEERING CAREER CENTER VICKI FOX,Fulton Genera Email, 480-965-5529		Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quan</u> i	<u>tity Resource</u>			
	Room Setu	ıp			Other for 30			
		ing - Food and Anticipated	d	1	Food and Beverage Anticip	ated - Memorial Union		
						izes our in-house vendor, Sun Devil Ho beverage vendors are not permitted for t		ood and beverage
					To discuss food and bev 965-6508) or email (asu	verage needs for your event, please cor catering@gmail.com).	ntact ASU Cateri	ng via phone (480-
	MU Equipment			3	Table 30" Round Cocktail			
	Setup Note	es		1	MU Operations:			
					Anticipated Schedule: S 11pm (may end sooner)	etup 7am-11:30am- event from 11:30ar	m-5pm, and clea	nup from 5pm-
					Diagram Completed: https://doi.org/10.1001/j.com/pieses/9005465460000000000000000000000000000000	ps://diagram.socialtables.com/diagram/	f41c6e46-a523-	1f06-9c5d-
					Additional Notes: Client	requested 3 cocktail tables		
< 5:00 AM	7:00 AM	11:00 PM		MU 226 Graham	(M4718) - Fulton Schools Engin Fall 2023	eering Fair, ENGINEERING CAREER CENTER VICKI FOX,Fulton Genera Email, 480-965-5529		Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quan</u> i	<u>tity Resource</u>			
	Room Setu	ıb			Other for 32			
	ASU Catering - Food and Beverage Anticipated		1	Food and Beverage Anticip	ated - Memorial Union			
	The Memorial Union utilizes our in-house vendor, Sun Devil Hospitality, for all food and be needs. Other food and beverage vendors are not permitted for use.						ood and beverage	
					< ♦ > mazévo			Page 127 of 135

Setup	Start	End	Teardown	Room	Ever	nt	Organization/Contact	EC	Status
						To discuss food and beverage needs 965-6508) or email (asucatering@gr		ASU Caterir	ng via phone (480-
	Setup Note	es		1		MU Operations:			
						Anticipated Schedule: Setup 7am-11 11pm (may end sooner)	:30am- event from 11:30am-5p	m, and clear	nup from 5pm-
						Diagram Completed: https://diagram 881fa32e8016	.socialtables.com/diagram/070c	120ed-ccec-4	1523-8477-
< 5:00 AM	7:00 AM	11:00 PM		MU 227 Pinal		718) - FULTON SCHOOLS GINEERING FAIR, FALL 2019	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	ity	Resource			
	Room Setu	up				Individual Rectangle Tables for 24			
< 5:00 AM				MU 228 Cochise		718) - Fulton Schools Engineering Fair, 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	<u>ity</u>	Resource			
	Room Setu	up				Other for 80			
< 5:00 AM	7:00 AM	11:00 PM		MU 229 Santa Cruz		718) - Fulton Schools Engineering Fair, 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	<u>ity</u>	Resource			
	Room Setu	ир				U-Shape for 25			
	MU Equipr	ment		1		HD Display Santa Cruz			
< 5:00 AM	7:00 AM	11:00 PM		MU 230 Pima		718) - Fulton Schools Engineering Fair, 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	ovider	<u>Time</u>	Quanti	ity	Resource			
									Page 128 of 135

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
	Room Setu	ıp			Regular for 150			
< 5:00 AM	7:00 AM	11:00 PM		MU 238 Apache	(M4718) - Fulton Schools En Fall 2023	igineering Fair, ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Setu	ıp			Individual Rectangle Tal	bles for 24		
		ing - Food and Anticipated	d	1	Food and Beverage Ant	icipated - Memorial Union		
						utilizes our in-house vendor, Sun Devil Hospit nd beverage vendors are not permitted for use		od and beverage
						beverage needs for your event, please contac asucatering@gmail.com).	t ASU Cateri	ng via phone (480-
< 5:00 AM	7:00 AM	11:00 PM		MU 240 Navajo	(M4718) - Fulton Schools En Fall 2023	gineering Fair, ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Setu	ıp			U-Shape for 30			
		ing - Food and Anticipated	d	1	Food and Beverage Ant	icipated - Memorial Union		
						utilizes our in-house vendor, Sun Devil Hospit nd beverage vendors are not permitted for use		od and beverage
						beverage needs for your event, please contac asucatering@gmail.com).	t ASU Cateri	ng via phone (480-
< 5:00 AM	7:00 AM	11:00 PM		MU 246 Coconino	(M4718) - Fulton Schools En Fall 2023	igineering Fair, ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	vider	<u>Time</u>	Quantit	<u>y Resource</u>			
	Room Setup				Rounds for 30			

Setup	Start	End	Teardown	Room		Event	Organization/Contact	EC	Status
< 5:00 AM	7:00 AM	11:00 PM		MU 299 2nd Flo Registration Are		(M4718) - Fulton Schools Engineering Fair, Fall 2023	ENGINEERING CAREER CENTER VICKI FOX,Fulton General Email, 480-965-5529	IV,SS	Confirmed - Reservation Booked
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	Resource			
	Room Set	ир				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
Room Diagra	am								
	Service Pro	<u>ovider</u>	<u>Time</u>		Quantity	Resource			
	Room Set	up				Other for 60			
	ASU Catering - Food and Beverage Anticipated		i		1	Food and Beverage Anticipated - Memo	orial Union		
						The Memorial Union utilizes our in-h needs. Other food and beverage ver To discuss food and beverage need 965-6508) or email (asucatering@gr	ndors are not permitted for use. s for your event, please contact		-
	Setup Note	es			1	MU Operations:	maii.oom).		
	•					Anticipated Schedule:			
						Diagram Completed: https://diagram 467ec6166595	n.socialtables.com/diagram/2e2f	6ad5-661e-4	3f6-9de2-
						Additional Notes: 4 rectangles with 2 -1 row of 10 chairs	2 chairs each		
< 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
	Service Pro	ovider	<u>Time</u>		Quantity	<u>Resource</u>			

Setup	Start Room Setu Setup Note	•	Teardown	Room 1	U-Shape for 30 Internal Notes Career Fair Mail Room No A/V Needed	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
	Service Provider Room Setup		<u>Time</u>	Quantit	Notes Please make sure room is cl	lean 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
< 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 Room Setup		<u>Time</u>	Quantit	<u>X</u> <u>Resource</u> Other for 1			
< 3:10 PM Customer Ad	3:30 PM	5:15 PM :25 PM	5:30 PM >	MU 248 Rincon	(P7882) - Selection Info Session	DEVILS' ADVOCATES Asher Baptista, 9166638501	EA	Details Pending - Reservation Booked
	Service Provider Room Setup		<u>Time</u>	Quantit	y Resource			

Setup	Start	End	Teardown	Room	Event	Organization/Contact	EC	Status
< 4:00 PM Customer Ad	6:00 PM	8:00 PM 5:00 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
	Service Pro	<u>vider</u>	<u>Time</u>	<u>Quantit</u>	<u>Resource</u>			
	Room Setu	ıp			Individual Rectangle Tables for 50			
		ing - Food and Anticipated	i	1	Food and Beverage Anticipated - Mem	norial Union		
					The Memorial Union utilizes our inneeds. Other food and beverage versions		lity, for all fo	od and beverage
					To discuss food and beverage nee 965-6508) or email (asucatering@g	ds for your event, please contact agmail.com).	ASU Caterir	ng via phone (480-
	MU Equipr	nent		1	Monitor Mobile Union Stage (HDMI)			
					70" screen on cart,			
				1	Podium Union Stage			
				1	Sound System Union Stage			
					2 speakers with microphone and st	ereo mini cord		
				13	Table 6' Rectangle Union Stage			
	Reminders	;		1	Special Event Registry			
					This event is required to submit a for event, or on the day of booking if le			30 days prior to the
					You will be contacted by the approp	priate ASU entity if additional doc	umentation	is needed.
					https://eventreg.asu.edu			
	Setup Note	es		1	MU Operations:			
					Additional Notes: 4 chairs per table			
< 4:45 PM Customer Ad	6:00 PM	7:00 PM 5:45 PM	8:00 PM >	MU L1-33 Hohokam	(G1783) - Devils 4 Devils Club Meeting	Devils 4 Devils Robert Carbajal, 6232776164	EA	Confirmed - Reservation Booked
	Service Pro	vider	<u>Time</u>	Quantity	y <u>Resource</u>			
	Room Setu				Boardroom Style for 14			
	MU Equipn			1	HD Display Hohokam			
	o Equipi			•	. 15 Siopiay Honoram			

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 Pro	<u>vider</u>	<u>Time</u>	Quantit	<u>xy</u> <u>Resource</u>			
	Room Setu	ıp			Boardroom Style for 15			
	MU Equipn	nent		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 for event, or on the day of booking if learning			30 days prior to the
					You will be contacted by the approp	oriate ASU entity if additional doc	umentation	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
	Service Pro	<u>vider</u>	<u>Time</u>	Quantit	<u> Resource</u>			
	Room Setu	ıp			Boardroom Style for 20			
	MU Equipn	nent		1	Data Projector Rincon			
	Reminders	;		1	Special Event Registry			
					This event is required to submit a for event, or on the day of booking if le			30 days prior to the
					You will be contacted by the approp	oriate ASU entity if additional doc	umentation	is needed.
					https://eventreg.asu.edu			

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 Pro	<u>ovider</u>	<u>Time</u>	Quanti	<u>ty Resource</u>			
	Room Set	up			Other for 1			
	Setup Not	es		1	Internal Notes			
					50 rectangle tables in info fair styl	e 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
	Service Pro	<u>ovider</u>	<u>Time</u>	<u>Quanti</u>	<u>ty Resource</u>			
	Room Set	up			Other for 1			
	Setup Not	es		1	Internal Notes			
					Ventana AB and C will be used. F	ollow diagrams for setup:		
					https://diagram.socialtables.com/c	liagram/369d6d8e-b85d-4926-a9	e7-42f231a1	a154
					https://diagram.socialtables.com/c	liagram/8a0f3c88-b11a-4439-807	b-dcedd5a7	Эеес
	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
	Service Pro	<u>ovider</u>	<u>Time</u>	Quanti	t <u>y</u> <u>Resource</u>			
	Room Set	up			Other for 1			

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