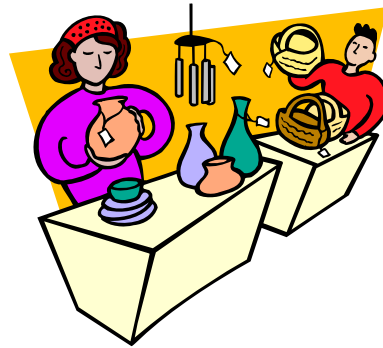


PROCEDURES FOR SET-UP EVENT REQUEST



In order to make sure your event is set up properly the following needs to be done along with the submission of a work order.

- 1. Event/Set-Up Form must filled out and signed by the Department Chair.**
- 2. Diagram must be attached showing how chairs and tables are to be set up in room.**
- 3. Set Ups should be scheduled at least one week in advance to ensure that personnel are available to do the set up in the time frame needed.**
- 4. A contact person and phone number should be included to make sure the request submitted has not changed.**
- 5. All set ups must follow guidelines for life safety.**

Please understand that Facilities Management has a limited number of tables and chairs. They are on a first come first serve basis.

If you have an event and tables are not available we can rent but an account number must be provided for the rental fee.

It is the responsibility of the Department to make sure that the tables are returned in the same condition as issued. If tables are damaged the Department will be charged to replace.

We want to make sure your event is a success so please plan ahead and let us know of any changes as soon as possible.

Atrium Activity #1

