

# Facility Set-up Request from Student Organizations

For student organization use only. Please submit to the Program Advising Center by your established deadline (at least 2 weeks prior to your event). No set-ups can begin before 8:00 a.m.

Name of Requestor: \_\_\_\_\_

Email of Requestor: \_\_\_\_\_

Organization: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

Location (already reserved): \_\_\_\_\_

Set-up time (completed by): \_\_\_\_\_

*Please note, set-up time must be included in your room reservation time frame. Facilities cannot begin setting up until previous activities have ended. Please allow for at least one hour for general set-up and 2 hours for any set-up with pipe and drape.*

Facility Needs (how many):

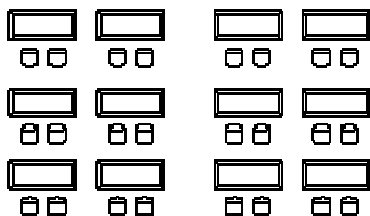
\_\_\_\_\_ Tables

\_\_\_\_\_ Chairs

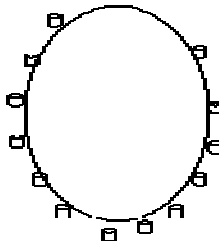
\_\_\_\_\_ Pipe and Drape

Please select pre-set arrangement or attach your own diagram:

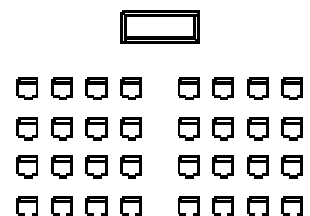
Classroom Style



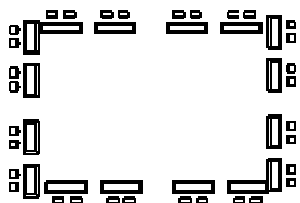
Conference Style



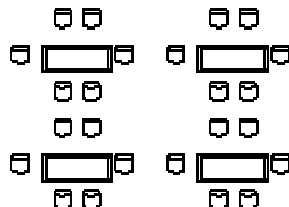
Theater Style



Reception Style



Dining Style



If special set-up is necessary, please include a detailed diagram and consider maximums listed on page 2.

Office Use Only:

Date Received: \_\_\_\_\_

Submitted: \_\_\_\_\_

Initial: \_\_\_\_\_

## Facility Set-up Guidelines

The following capacities should be considered when planning your facility set-ups

Donahue 403:

- Classroom Style: 8 tables with 6 chairs per table
- Conference Style: 24 chairs around a conference table
- Theater Style: Maximum of 65 chairs
- Reception Style: 10 tables and/or 40 chairs around the perimeter of the room

Donahue 4<sup>th</sup> floor lounge:

- Can accommodate 6 rows of 2 six foot tables with 12 chairs at each
- 8 square four-foot tables with 4 chairs at each
- Theater Style: 30 chairs

Donahue Café:

- 150 chairs maximum (theater style)
- 7 eight foot tables with 8 chairs per table
- 11 square four foot tables with 4 chairs per table
- 11 six foot tables with 8 chairs per table

The Sawyer Lounge:

- 50 chairs (lecture style)
- Use existing tables and chairs for “dining style” in lounge

The Sawyer Conference Room can comfortably fit:

- 15 people around the meeting table
- Additional chairs can be brought in to accommodate up to 30 people (not ideal)

Donahue 535 can comfortably fit:

- 12-15 people around the meeting table
- Additional chairs can be brought in to accommodate up to 20 people (not ideal)

McDermott Conference Room:

- 6 eight-foot tables with 1 eight-foot food table
- 30 chairs around conference table
- 30 chairs around perimeter of the room

Munce Conference Room:

- 8 six-foot tables
- 24 chairs around perimeter
- 6 tables with 12 chairs at each

# EVENTS SET-UP SHEET

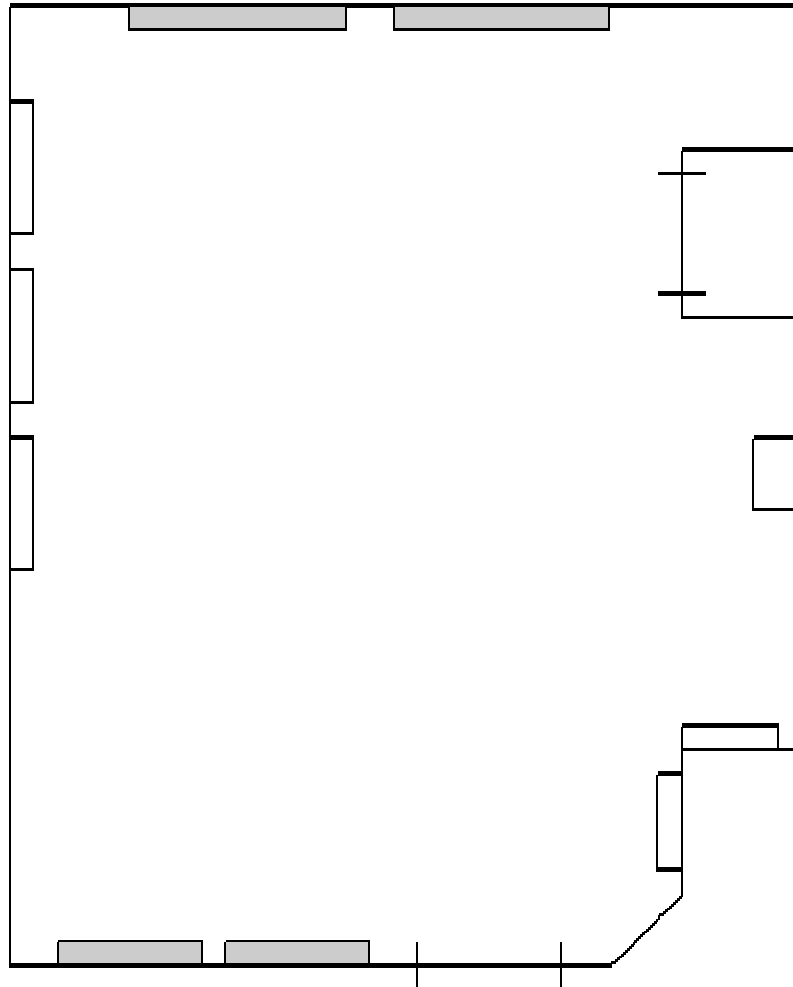
Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Set-up: \_\_\_\_\_ Time of Event: \_\_\_\_\_




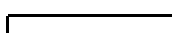

Time of Break-down: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

## DONAHUE 403



**KEY**

	- CLOSET	<b>PLEASE DRAW TABLES AND CHAIRS</b>		
	- WINDOW			
	- DOORWAY	<b>CHAIRS</b>		

# EVENTS SET-UP SHEET

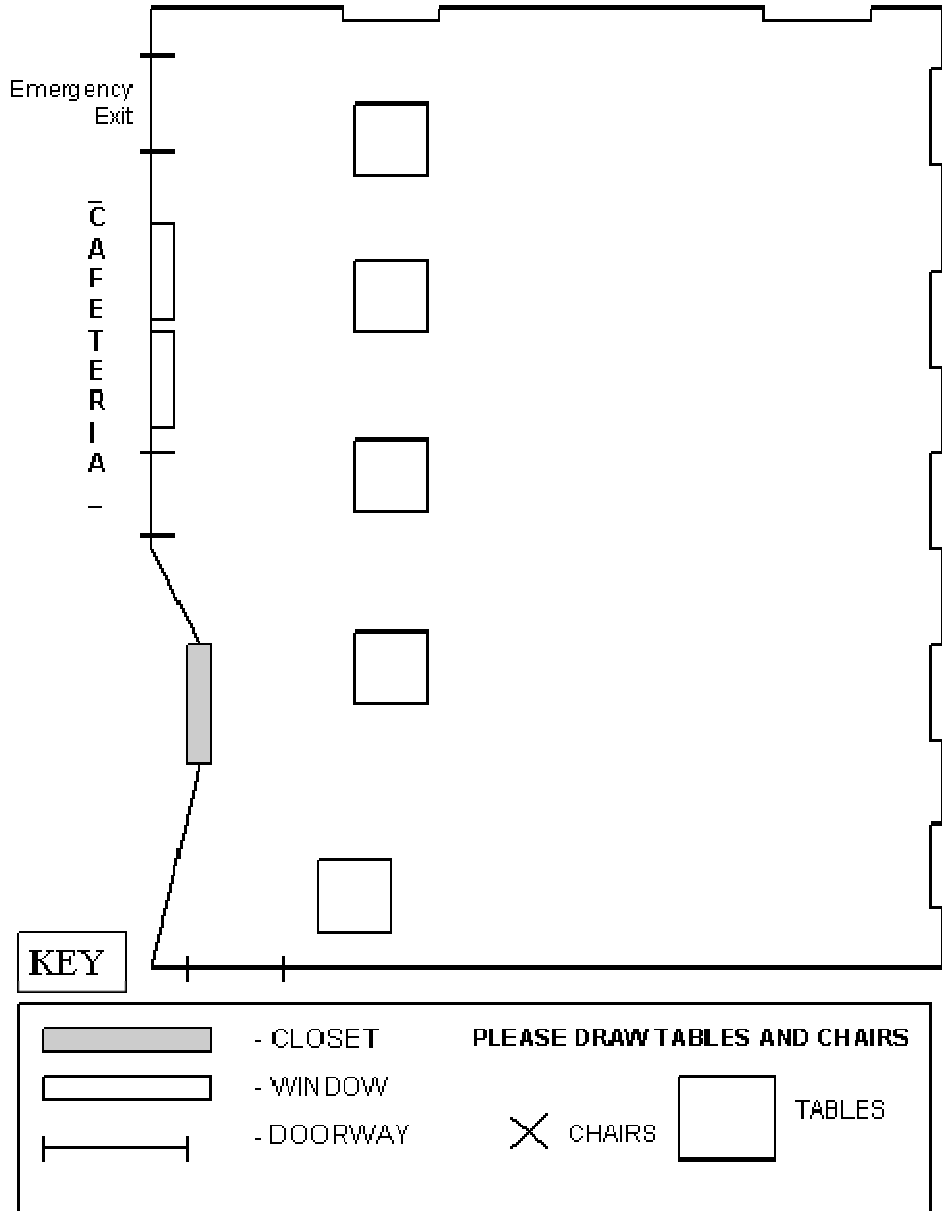
Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Set-up: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Time of Break-down: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

## DONAHUE CAFETERIA



Please draw a detailed diagram of your set-up: