The Facilities Department provides Set-ups for District Events. All Set-ups require a **72 hour**
**advanced notice**. Submit this completed form with the appropriate information and forward to the
Facilities Department for processing. You may fax this form to x4069 or mail to facilities, using Mail Code G-9.

**CONTACT INFORMATION**

Requestor:________________________________________  Phone Ext:______________________  
Department:________________________________________  Fax Number:______________________
Second Contact:____________________________________  Phone Ext:______________________

**SET-UP INFORMATION**

Name of Function:______________________________  Date of Function:______________________
Exact Location:________________________________  # of Chairs Needed:_________________
# of Tables Needed:_____________________________  Set-up Time:______________________
Function Start Time:_____________________________  Function End Time:_________________
Additional needs or requests (ie. Trash cans, podium equipment move, etc.)

___________________________________________________
___________________________________________________
___________________________________________________

Use this area for any diagrams of specific set-ups. Please note: Facilities do not supply electrical equipment or round tables.

Approved By: _________________________________  Signature:____________________________