

FACILITIES SET-UP REQUEST FORM

Please read the reverse side of this form prior to completing it. Forms should be submitted **at least 10 days** prior to the event.

For all events send copies to:

- _____ Custodial Services (1-FACILT)
- _____ Central Campus Scheduler (F-CSERV)

You can scan your completed Set-Up Request Form and send via e-mail to: lnichols@carleton.edu, nponder@carleton.edu, and psabrows@carleton.edu.

If applicable send copies to:

- _____ Carleton Dining Services (Catering Services, F-BONAPP)
- _____ Electrical (Maintenance, 1-FACILT)
- _____ Grounds (Dennis Easley, 1-FACILT)
- _____ PEPS Audio/Visual (PEPS, 2-ITS)
- _____ Security (F-SECURT)

Today's Date _____

Contact Person _____ Phone _____ Dept. _____ Charge # _____

Event _____ Day & Date _____ Event Start Time _____

Location _____ Est. # of Guests _____ Event End Time _____

(OFFICE USE ONLY) **Set-Up Time** _____

Take Down Time _____

Set-Up Requirements

Tables: Banquet (10 People) _____ Round (8 People) _____

Chairs: Folding _____ Other _____

Lectern – Type: Floor _____ Table Top _____

_____ Staging – Dimensions required: _____
NOTE: Only 4 sections are available 4' x 8' each

_____ Steps for staging 1 _____ (1 side) or 2 _____ (2 sides)

_____ Choral Risers – Must have approval from Music at x4475 to use

_____ Stage Extensions (Chapel Only)

_____ Coat Racks

_____ Room Dividers – can use for poster display (Great Hall Only)

_____ Easels

_____ Central Air On or Deliver Fans/Open Windows

_____ PEPS Audio/Visual (arranged by e-mail to peps@carleton.edu)
 ___projector ___computer ___screen ___DVD/CD player ___microphone

_____ Trash Containers #: _____

_____ Recycle Containers #: _____

_____ Compost Containers #: _____

_____ Grounds: _____

Set-Up Sketch

(See reverse side for information.)

Special Notes:

Other Requirements: _____

Disability Accommodations: You are responsible for making any necessary arrangements. Consult the *Carleton College Resource Guide for Providing Disability Accommodations*.

(FOR FACILITIES OFFICE USE ONLY)

Facilities Set-Up Charges \$30.00 per hour, charged in 15-minute increments. (Minimum \$30.00 charge for any set up.)

Billing Date _____ Total Due _____