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.

Do we want to show a warning to people who submit a form less than 10 days in advance?

If applicable, send copies to:

______ Alumni Guest House Manager (Renee Rezac, 5-GUEST)
______ Sodexho Catering (Ruth Anna Miller, F-SODEXH)
______ Grounds (Dennis Easley, 1-FACILT)
______ Electrical (Maintenance, 1-FACILT)
______ PEPS Audio/Visual (PEPS, 2-ITS)

Routing auto-determined from info interred in setup requirements

Today’s Date __________________________

Contact Person __________________________ Phone: __________________________

Dept. __________________________ Charge #: __________________________

Event __________________________

Day & Date __________________________ Event Start Time __________________________

Location __________________________

Est. # of Guests __________________________ Event End Time __________________________

(For Office Use Only)

Set Up Time __________________________

Take Down Time __________________________

**Set Up Requirements**

Second step; optins constrained by choice made in first step

Tables: Banquet (10 People) __ tinyint Round (8 People) __ tinyint

Chairs: Folding __ int Other int? text? both? what is this for?

Lectern – Type: Floor Table Top __ enum(‘none’, ‘floor’, ‘table top’)

Staging – Dimensions required:

NOTE: Only 4 sections are available 4’ x 4’ 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) enum(‘yes’, ‘no’)

?? Coat Racks

___ Easels __ tinyint

___ Trash Containers #: __ tinyint

___ Recycle Containers #: __ tinyint

___ Central Air On or Deliver Fans/Open Windows __ enum(‘yes’, ‘no’)

___ PEPS Audio/Visual (arranged by calling 7070) __ enum(‘yes’, ‘no’)

___ Projector __ Computer __ Screen __ DVD/CD player __ Microphone __ enum(‘yes’, ‘no’)

Other: __________________________

Grounds: __ text

Special Notes: __________________________

(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 __________________________

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

Make this a link (after submission?)

Embed back-of-page info directly into form