Campus Center Lobby Event Set-Up Diagram

Event Date ___________________  Event Title________________________________________________________

Event Start Time ______________  Org/Dept/Group hosting the event _____________________________________

Event End Time ______________  Contact Name ______________________________________________________

Set-up Time _______________  Phone Number ______________________________________________________

Breakdown Time ____________

SET-UP DETAILS

Stage:  YES  NO  
(MUST RESERVE through Scheduler)

Stage Size:  SMALL (8x8ft; 4 pieces)  
MEDIUM (16x16ft; 8 pieces)  
LARGE (12x24ft; 12 pieces)  
OTHER (see notes)

(draw a □ on diagram where stage should be placed)

Chairs:  YES  NO  
How many: ________
Center aisle:  YES  NO  
(write “C” on diagram where chairs should be placed)

8 Foot Tables:  YES  NO  
How many: ________
(write “T” on diagram where tables should be placed)

Pole Stands  YES  NO  
How many: ________
(write “P” on diagram where pole stands should be placed)

Projector/Screen (see diagram for location)  YES  NO

Existing high-top tables and chairs around perimeter of lobby:  KEEP  REMOVE

Existing dining tables and chairs towards the Highland entrance:  KEEP  REMOVE

Notes and Requests:

Questions about set-up? Contact Gina Panzetta, SLI Secretary at 814-332-2754
AV Needs? Contact Craig Pardee, AV Equipment Technician at cpardee@allegheny.edu
Food orders or exemptions? Contact Parkhurst at 814-332-4387

Return completed diagram to Student Leadership & Involvement AT LEAST 3 FULL BUSINESS DAYS prior to your event date. Set-up diagrams received after this time may not be fulfilled due to other set-up schedules.