

ROOM SET-UP REQUEST FORM

Organization/Department: _____

Event: _____

Day: M T W TH F Sat. Sun.

Date: _____

Time of event: _____ a.m. / p.m. to _____ a.m. / p.m.

_____ Open to Public _____ Closed to Public

Approximate Attendance (circle one)

1-25 26-50 51-100 101-200 200+

Special Instructions for Maintenance Set-Up
Please draw a diagram of room set-up

Primary Contact _____

Cell Number: _____ Email: _____@psu.edu

Fax Number: _____ Date: _____

SPACE REQUESTED

____ Oliver LaGrone (W-132)	____ Gallery Lounge (W-107)
____ Main Lobby	____ North Lobby
____ Student Center (CUB)	____ Quiet Study (CUB)
____ Morrison Gallery (Library)	____ Auditorium

Other _____

MAINTENANCE

____ Special Set-Up ____ No Set-Up

Seats for: _____ Risers: _____

Number of Tables: _____ Piano: _____

Size of Tables: Round (seats 6) _____	Standing Podium: _____
Round (seats 8) _____	Receptacles: Trash _____
Long-6' _____	Paper _____ Compost _____
Long – 8' _____	Plastic _____ Aluminum _____

Other: _____

FOOD SERVED

(individual must contact Food Services clcater@psu.edu)

____ None ____ Beverage/Snack ____ Meals

FORWARD TO:

____ Physical Plant	____ Police Services
____ IIT	____ Food Services
	____ Rec/Athletics

Other: _____

Instructional Services and Equipment

Faculty / Staff only

<http://www.hbg.psu.edu/its/avrequest.html>