Room Set-up Request Form

PennState Physical Plant

Organization/Department: _____

Event: _____

Day: M   T   W   TH   F   SAT   SUN

Date: _____

Time of event: _____ AM/PM to _____ AM/PM

① Time Reserved for Set-up: _____ Tear down: _____

_____ Open to Public ④   _____ Closed to Public

Approximate Attendance (circle one)

1-25   26-50   51-75   76-100   101-200   200+

Special Instructions for Maintenance Set-Up
Please draw a diagram of room set-up.
Round Tables   Long Tables   Chairs Only
Add special instructions or directions here:

Event Planner (Primary Contact): _____

Office Number: _____   **Email:** _____@psu.edu

Cell Number: _____   **Date:** _____

Space Requested

___ Olmsted 001 (Atrium)   ___ CUB 210 (Student Ctr)
___ Olmsted W107 (Gallery)   ___ Library 101 (Morrison)
___ Olmsted W132 (LaGrone)   ___ EAB Q101 (Corridor)
___ Olmsted C213 (Auditorium)

Other _____

Resources

_____ Special Set-Up   _____ No Special Set-up

Seats for: _____   _____ Risers (4'x8')

Number of Tables: _____

Tables: _____ Rounds (seats 6-8)
               _____ Longs

③ Standing Podium _____

② Tables for Catering (check) _____ Food _____ Beverages _____ None

Event Planning Guidelines

Help us make your event a success. Ideally, please provide a 15-day notice to all units supporting your event. Less than 10 days notice may be denied.

① **25Live:** Please enter actual start and end times. **Add one hour for set up and one hour for tear down, minimum.** Allow more time for larger set-ups. **https://25live.collegenet.com/psu/#home_my25live[0]**

② **Food Served:** Contact Housing & Food Services at *clcater@psu.edu*)

③ **Computer & AV Needs:** Submit Service Request to Information Technology Services (ITS) at https://harrisburg.psu.edu/its

④ **Parking & Security**: Submit Service Request at http://police.psu.edu/event-request-form

⑤ **All room set-ups must accompany a SuiteReq/Maximo work order.** **https://opp.psu.edu/intranet/facilities-asset-management**