

Equipment Request Form

EVENT DETAILS

Event Title: _____ Event Date: _____

Event Times: SET-UP _____ START TIME _____ END TIME _____ BREAKDOWN _____

Event Location: _____ Expected Attendance: _____

GROUP SPONSOR

Group Name: _____ Organizational Budget #: _____

Coordinator Name: _____ Coordinator Phone #: _____

Coordinator Email: _____

EQUIPMENT NEEDS

Equipment Type	Quantity	Drop Off Location	Drop Off Date	Drop Off Time
Chairs (Racks of 60)				
Tables – 6' Rectangle				
Tables – 3' Square Card				
Tables – Rounds				
Trash & Recycling Cans				
Stage risers & tool <input type="checkbox"/> use reverse side to diagram set-up				
Walls & Bleachers <input type="checkbox"/> use reverse side to diagram set-up				
Podium				
Cleaning Kit				
Banner Hanging				
Other:				

Building Services staff to set up? ☐ Yes ☐ No Building Services staff to take down? ☐ Yes ☐ No

read the fine print Building Services staff, by prior arrangement, will set up and take down your event at the service rate of \$43.00 per staff hour. Building Services also requires a drawing of the set up arrangement before set up can begin. If you wish, Building Services will supply the above equipment that you may set up and return at no charge. If so, all equipment must be cleaned and returned to pick up location right after the event. Any equipment taken down, or cleaned up and returned by Building Services staff will require a return charge of \$43.00/hour. There will be a \$25.00 recharge if the stage tool is lost.

FRONT DESK ☐ Equipment Request Submitted ☐ Submission Date: _____ ☐ Work Order #: _____

ROOM DIAGRAM

If necessary for facilities or audio/video equipment set-up, sketch out the room set-up for your event with labels. Include staging, tables, chairs, cash-handling stations, entrances and exits.

CONSIDER:

- ☐ Entrances
- ☐ Exits
- ☐ Tables
- ☐ Seating Arrangement
- ☐ Stage Area
- ☐ Projector Screens
- ☐ Audio Equipment
- ☐ Lighting Equipment
- ☐ Cash Handling Area
- ☐ Accessibility Routes
- ☐ Fire Extinguishers
- ☐ Waste + Recycling

STAGE PLOT

If the event stage requires audio/video components, sketch out the details of the stage here with labels.

upstage (against backdrop)

downstage (towards audience)