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 box 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 the Student Life Suite 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.