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 Gloria Burgess, SLS Receptionist at 814-332-2754
AV Needs? Contact AV Equipment Technician at audiovisualrequest@allegheny.edu
Food orders or exemptions? Contact Parkhurst at 814-332-4387

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