FACILITY SET-UP REQUEST FORM 2011-2012

Forms MUST be submitted to Geraldine Anderson 3 weekdays prior to day of event

EVENT _____ **DATE of EVENT** _____

Is this event on the calendar? ☐Yes ☐No

Activity Begins at: _____ ☐a.m. ☐p.m.

Activity Ends at: _____ ☐a.m. ☐p.m.

Set-up Time: _____ ☐a.m. ☐p.m.

Tear-down Time: _____ ☐a.m. ☐p.m.

Time Room Is to Be Opened on Day of Event _____

Date Submitted:_____ by:_____

SMES ext. _____ Mobile #_____

CHURCH/SCHOOL FACILITIES

☐ Church

SMEC Authorization? ☐ Yes ☐ No

☐ Sillers Hall ☐ Courtyard ☐ Kitchen

☐ Tartan Center ☐ Courtyard ☐ Kitchen

☐ Campaigne Center ☐ Pasternack Field House

Athletics Dept. Authorization? ☐ Yes ☐ No

Bleachers Needed? ☐ Yes ☐ No

☐ Gateway Field ☐ Tartan Field ☐ Snack Bar Area

☐ Wallace Hall Conference Room

☐ PTF Volunteer Room

☐ Other Rooms Needed _____

_____

_____

_____

SET–UP DIAGRAM

SET-UP DETAILS

_____ 6 ft. Tables

_____ Chairs

_____ Round Tables

Rectangular Tablecloths:

☐ White ☐ Blue ☐ Red ☐ No

Round Tablecloths:

☐ White ☐ Blue ☐ Red ☐ No

☐ Lectern / Podium

Other Set-Up Instructions:

_____

_____

_____

_____

For any **AUDIO/VISUAL** needs you **MUST** submit the online tech form @ ***http://net.smes.org/master/main/technology/TechFacilityRequestForm.htm***

revised 06/2011