

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)

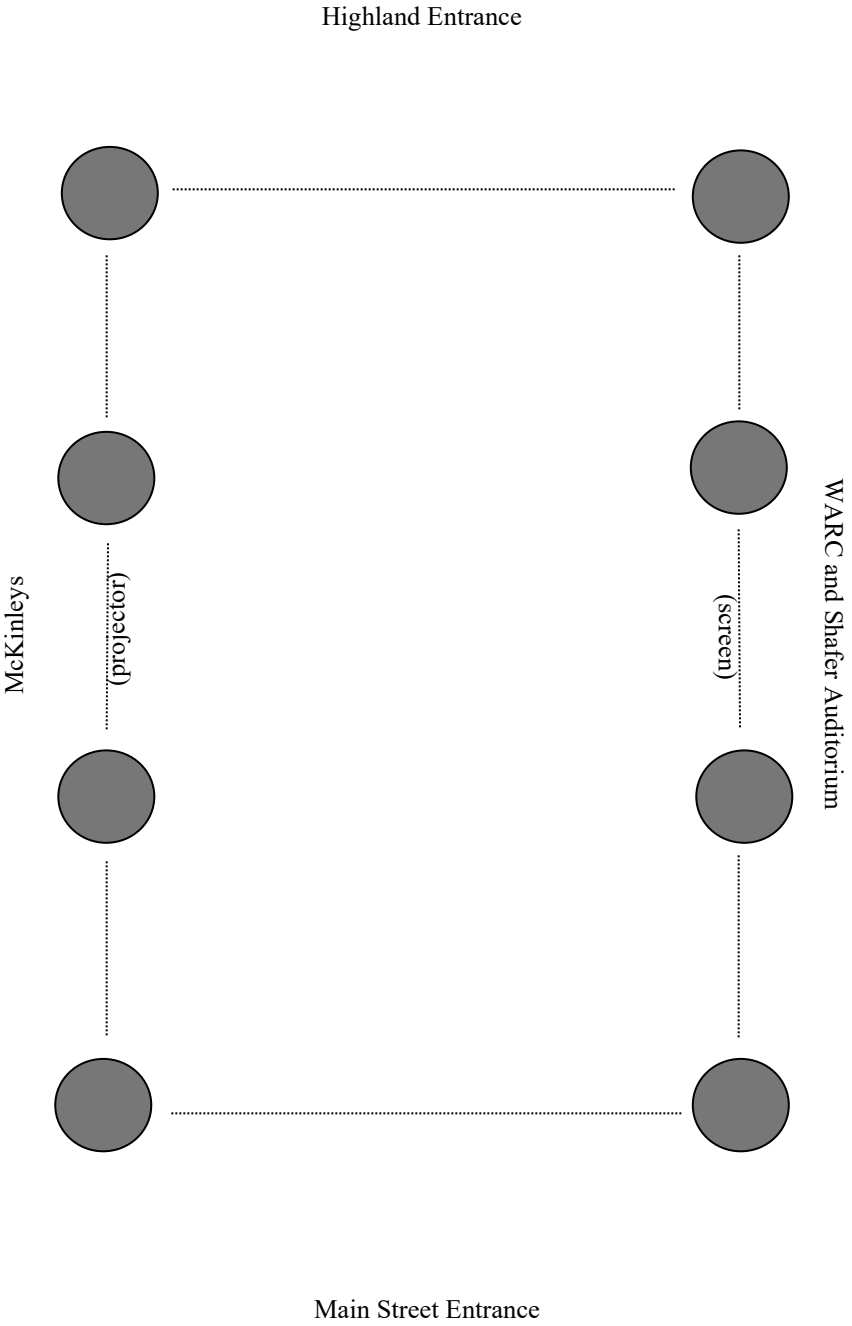
Pole Stands YES NO
 How many: _____
 (write "P" on diagram where pole stands should be placed)

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 Jenn Panko, Student Life Receptionist at 814-332-2754
AV Needs? Contact AV Equipment Technician audiovisualrequest@allegheny.edu
Food orders or exemptions? Contact Aramark at catering@allegheny.edu

Return completed diagram to Student Life
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.