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.