PHYSICAL PLANT
EVENT SET UP REQUEST FORM

EVENT TITLE: ________________________________________________________________

SPONSORING ORGANIZATION(S): ______________________________________________

EVENT LOCATION: __________________________________________________________

EVENT DATE: ______________________________________________________________

START TIME/SET-UP NEEDED BY: ____________________________ EVENT END TIME: ____________________________

CONTACT PERSON: ________________________________________________________

CONTACT PHONE: ____________________________ CONTACT EMAIL: ____________________________

PLEASE WRITE THE QUANTITY OF EACH ITEM NEEDED. Quantities may be limited.

______ 6-FT TABLES (maximum of 60 tables available)
______ FOLDING CHAIRS (maximum of 500 chairs available)
______ TRASH BINS (request for any outdoor event)
______ RECYCLING BINS
______ EXTENSION CORDS (if your event is in or near the GSC, please request from the GSC)
______ PODIUM
______ POWER BOX FOR HUSMAN STAGE
______ SMALL KETTLE STYLE CHARCOAL GRILL (groups are responsible for providing charcoal and lighter fluid)
______ LARGE CHARCOAL GRILL (groups are responsible for providing charcoal and lighter fluid)
______ GRILL PAD (required with any grill request)

PLEASE CHECK ONE BELOW:

______ DELIVERY ONLY
______ DELIVERY & SET UP (attach a drawing of your set-up or explain in detail below)

OTHER NEEDS: ___________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

SUBMIT TO PHYSICAL PLANT 10 DAYS PRIOR TO YOUR EVENT

FAX: 513-745-1926 EMAIL: plant@xavier.edu PHONE: 513-745-3151