

**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