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 40 tables available)

______ FOLDING CHAIRS (maximum of 350 chairs available)

______ TRASH BINS (request for any outdoor event – maximum of 5 trash bins available)

______ RECYCLING BINS (maximum of 5 recycling bins available)

______ EXTENSION CORDS (if your event is in or near the GSC, please request from the GSC)

______ POWER BOX FOR HUSMAN STAGE (needed for events requiring more than one power outlet/circuit)

______ *SMALL KETTLE STYLE CHARCOAL GRILL (maximum of 3 available)

______ *LARGE CHARCOAL GRILL (maximum of 2 available)

______ GRILL PAD (required with any grill request)

*Groups are responsible for providing charcoal and lighter fluid.

PLEASE CHECK ONE BELOW:

______ DELIVERY ONLY

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

OTHER NEEDS: ____________________________________________________________

________________________________________________________________________

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SUBMIT VIA EMAIL TO PHYSICAL PLANT 10 DAYS PRIOR TO YOUR EVENT

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

Updated 7/13/2021 JF