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 50 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)

______ PODIUM

______ 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:_________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

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

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