STUDENT INVOLVEMENT
GALLAGHER STUDENT CENTER
COMMUTER SERVICES

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)*

_____ 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

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