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: ____________________________________________________________

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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

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