SUNY NEW PALTZ STUDENT UNION 100 NORTH SET-UP DIAGRAM SHEET

DETAILS

EVENT NAME: 
EVENT DATE: 
EVENT TIME: 
EVENT HOST: 

LEGEND

X = CHAIR
E = EASEL
M = MIC & STAND
S = SIGNPOLE

= TABLE
= PODIUM

FOR OFFICE USE ONLY:
DATE RECEIVED:
SET-UP DATE:
SET-UP TIME:
SET-UP CREW:

LOUNGE 100
SOUTH IS THE
COMMUTER
LOUNGE.
IT IS ONLY
RESERVABLE
AFTER 7PM ON
WEEKDAYS.
NO WEEKENDS.
NO SPECIAL
SET-UPS

ENTRANCE

ENTRANCE

EMERG. EXIT

THIS FORM MUST BE COMPLETED AND TURNED IN TO STUDENT ACTIVITIES AND UNION SERVICES AT LEAST 14 DAYS PRIOR TO YOUR EVENT. LATE SET-UP DIAGRAMS MAY RESULT IN A LATE SET-UP FEE CHARGE. FOR QUESTIONS, PLEASE CONTACT US AT 257-3025.