

# SUNY NEW PALTZ STUDENT UNION MULTIPURPOSE ROOM SET-UP DIAGRAM SHEET

## DETAILS

EVENT NAME:

EVENT DATE:

EVENT TIME:

EVENT HOST:

## LEGEND

X = CHAIR

[ ] = TABLE

E = EASEL

P = PODIUM

[ / ] = STAGE

M = MIC/STAND

S = SIGNPOLE

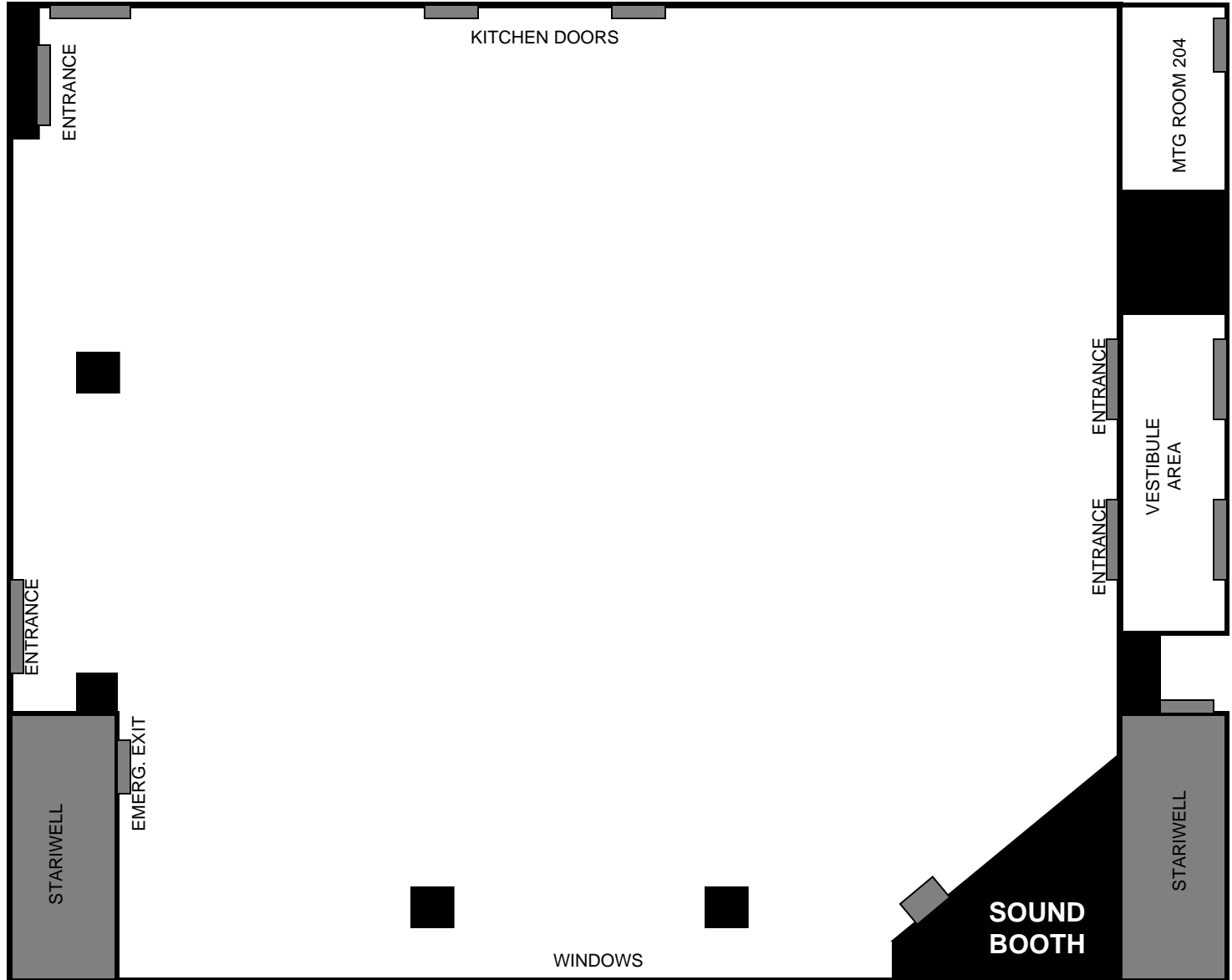
## OFFICE USE ONLY:

DATE RECEIVED:

SET-UP DATE:

SET-UP TIME:

SET-UP CREW:



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.