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.