

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

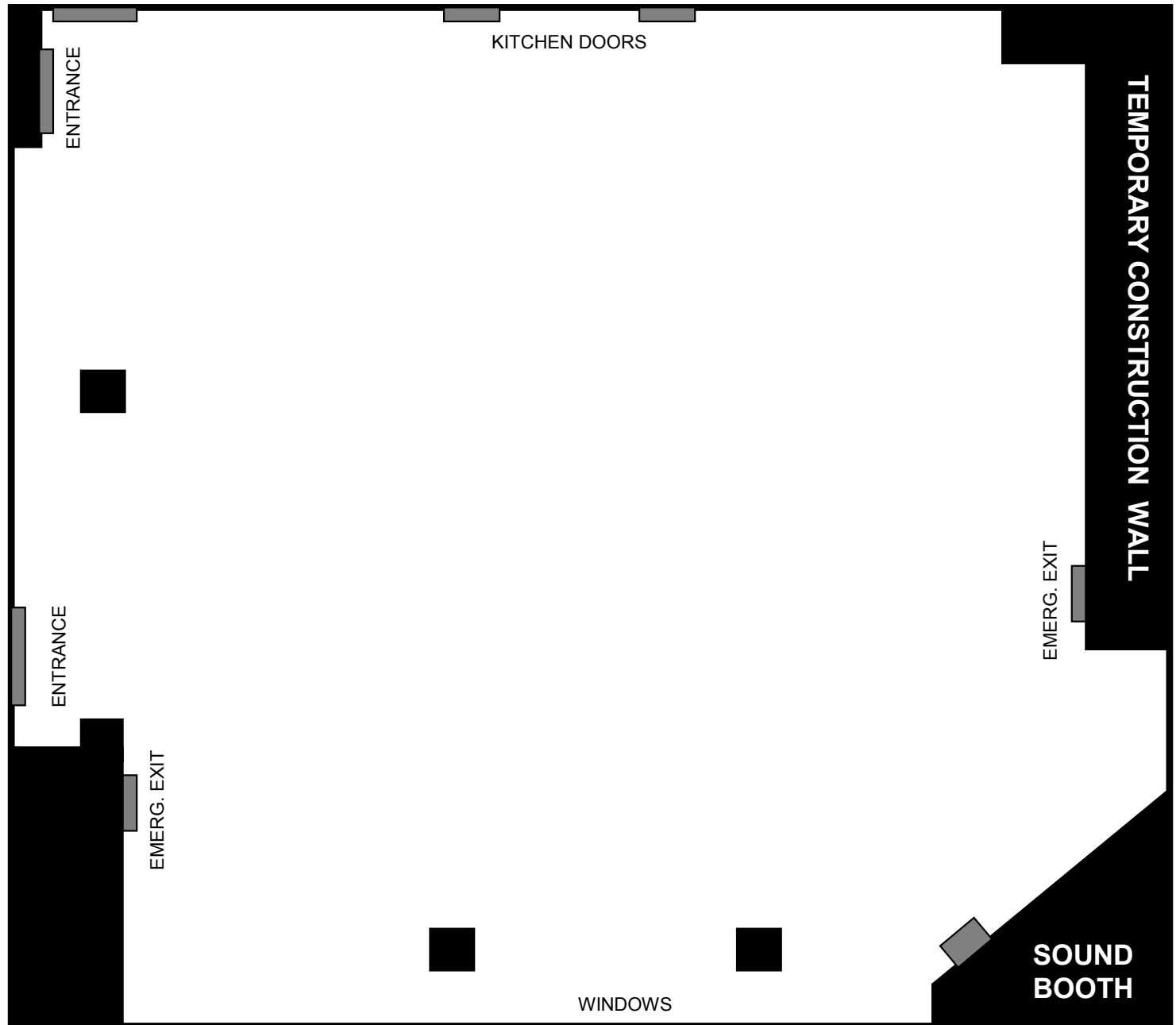
FOR OFFICE USE ONLY:

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.