

SUNY NEW PALTZ STUDENT UNION MULTIPURPOSE ROOM SET-UP DIAGRAM

DETAILS

Event Name:

Event Date:

Event Time:

Event Host:

LEGEND

- X = CHAIR
- [] = TABLE
- E = EASEL
- P = PODIUM
- [/] = STAGE
- M = MIC/STAND
- S = SIGN POLE

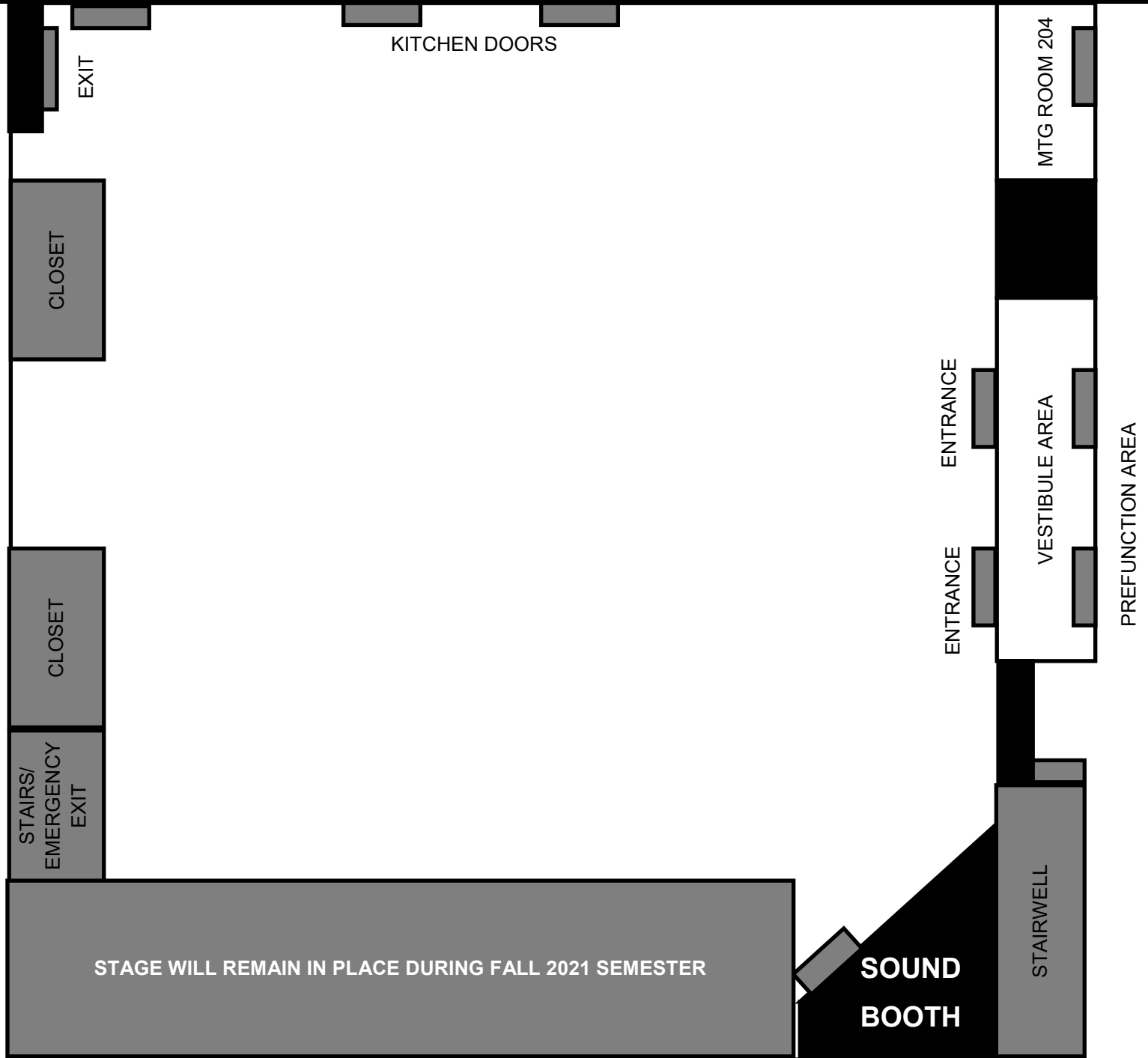
OFFICE USE ONLY

DATE RECEIVED:

SET-UP DATE:

SET-UP TIME:

SET-UP CREW:



THIS FORM MUST BE COMPLETED AND TURNED IN TO THE CENTER FOR STUDENT ENGAGEMENT 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.