SUNY NEW PALTZ STUDENT UNION MULTIPURPOSE ROOM SET-UP DIAGRAM

DETAILS

Event Name:

Event Date:

Event Time:

Event Host:

LEGEND

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

STAIRS/EMERGENCY EXIT

STAGE WILL REMAIN IN PLACE DURING FALL 2021 SEMESTER

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.