

SUNY NEW PALTZ STUDENT UNION 100 NORTH SET-UP DIAGRAM SHEET

DETAILS

EVENT NAME:
EVENT DATE:
EVENT TIME:
EVENT HOST:

LEGEND

X = CHAIR = TABLE
E = EASEL P = PODIUM
M = MIC & STAND S = SIGNPOLE

FOR OFFICE USE ONLY:

DATE RECEIVED:
SET-UP DATE:
SET-UP TIME:
SET-UP CREW:

100 SOUTH IS NOW
THE HOME OF
VETERAN &
MILITARY
SERVICES AND IS
NO LONGER
RESERVABLE.

THE COMMUTER
LOUNGE HAS
MOVED TO SU 301.

ENTRANCE

ENTRANCE

EMERG. EXIT

THIS FORM MUST BE COMPLETED AND TURNED IN TO 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.