

SUNY NEW PALTZ STUDENT UNION 62/63 ROOM SET UP DIAGRAM SHEET

DETAILS

EVENT NAME:


EVENT DATE:

EVENT TIME:

EVENT HOST:

LEGEND

X= Chair

 =Table

E=Easel

P=Podium

OFFICE USE ONLY

Date Received:

Set Up Date/Time:

Computer Station

Stairs

Entertainment
Commons

Pool Table

Entrance

Entrance

Entrance

Entrance

Storage

Storage

Storage

Note: Room can be divided upon request. Advanced notice required.

THIS FORM MUST BE COMPLETED AND TURNED IN TO STUDENT ACTIVITIES 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