

SUNY NEW PALTZ STUDENT UNION 2nd FLOOR PRE-FUNCTION SPACE SET UP SHEET

DETAILS

EVENT NAME:


EVENT DATE:

EVENT TIME:

EVENT HOST:

LEGEND

X= Chair

 =Table

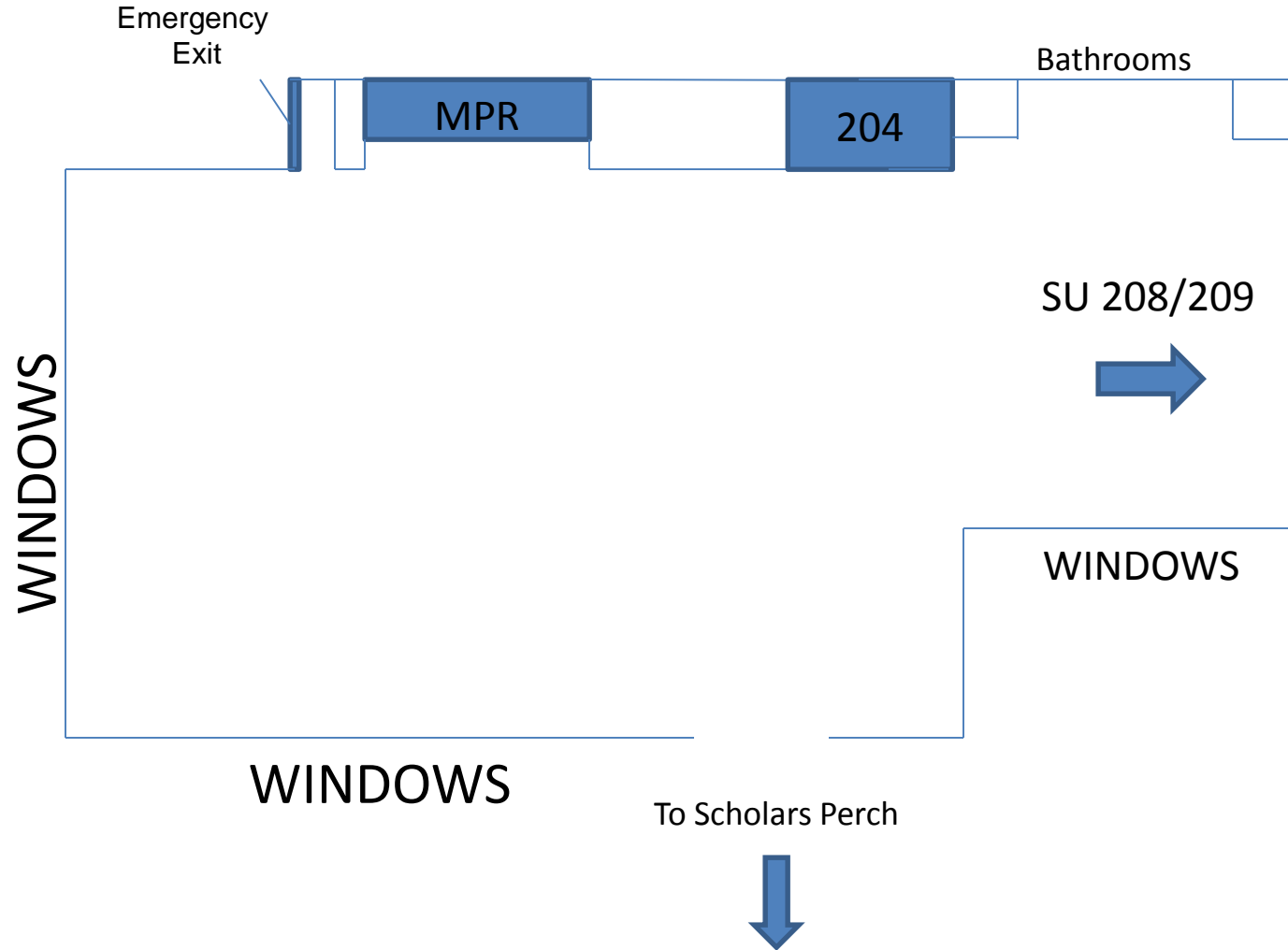
E=Easel

P=Podium

OFFICE USE ONLY

Date Received:

Set Up Date/Time:



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