

PHYSICAL PLANT EVENT SET UP REQUEST FORM

EVENT TITLE: _____

SPONSORING ORGANIZATION(S): _____

EVENT LOCATION: _____

EVENT DATE: _____

START TIME/SET-UP NEEDED BY: _____ EVENT END TIME: _____

CONTACT PERSON: _____

CONTACT PHONE: _____ CONTACT EMAIL: _____

PLEASE WRITE THE QUANTITY OF EACH ITEM NEEDED. *Quantities may be limited.*

_____ 6-FT TABLES (*maximum of 40 tables available*)

_____ 6-FT ROUND TABLES (*maximum of 10 tables available*)

_____ FOLDING CHAIRS (*maximum of 300 chairs available*)

_____ TRASH BINS (*request for any outdoor event – maximum of 5 trash bins available*)

_____ RECYCLING BINS (*maximum of 5 recycling bins available*)

_____ EXTENSION CORDS (*if your event is in or near the GSC, please request from the GSC*)

_____ POWER BOX FOR HUSMAN STAGE (*needed for events requiring more than one power outlet/circuit*)

_____ *SMALL KETTLE STYLE CHARCOAL GRILL (*maximum of 3 available*)

_____ *LARGE CHARCOAL GRILL (*maximum of 2 available*)

_____ GRILL PAD (*required with any grill request*)

*Groups are responsible for providing charcoal and lighter fluid.

PLEASE CHECK ONE BELOW:

_____ DELIVERY ONLY

_____ DELIVERY & SET UP (*attach a drawing of your set-up or explain in detail below*)

OTHER NEEDS: _____

SUBMIT VIA EMAIL TO PHYSICAL PLANT 10 DAYS PRIOR TO YOUR EVENT

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