



Set-up date: _____

Belin Chapel Set-up Specifics

Name of Event: _____

Event Date: ___/___/___ Type of Event: _____

About the Event:

Contact Person: _____ Contact Phone: _____

Contact Email: _____ Expected Attendance: _____

Circle if apply: Ticketing: Yes or no? General Admission or assigned seating?

Event Time Details:

Event Load- In? _____ Event Sound Check? _____

Doors open? _____ Event Begin? _____

Intermission? _____ If yes, length? _____

Event End? _____ Load- Out Ends? _____

Event Rehearsal:
Date: _____
Time: _____
Notes: _____

Technical Needs: (For assistance, contact Morris Center Tech at 281.649.3133.)

Equipment Needs:

Tables - 8ft. banquet #____, 72 in. round (seats 8-10) #____, 60 in. round (seats 6-8) #____, cocktail #____, serpentine # ____ | **Chairs** - # ____ (Preference – circle one: black / gray) | **Music stands** - #____ | **Risers** – standing # ____, seated platforms # ____ | **Podium** - # ____ | **Conductor’s step riser?** Yes / No

Will dressing rooms need to be provided? _____

Did you reserve your equipment in Ad Astra when you requested your event? If not, Submit the [Media Request Form](#), found on the Astra Homepage under External Links.

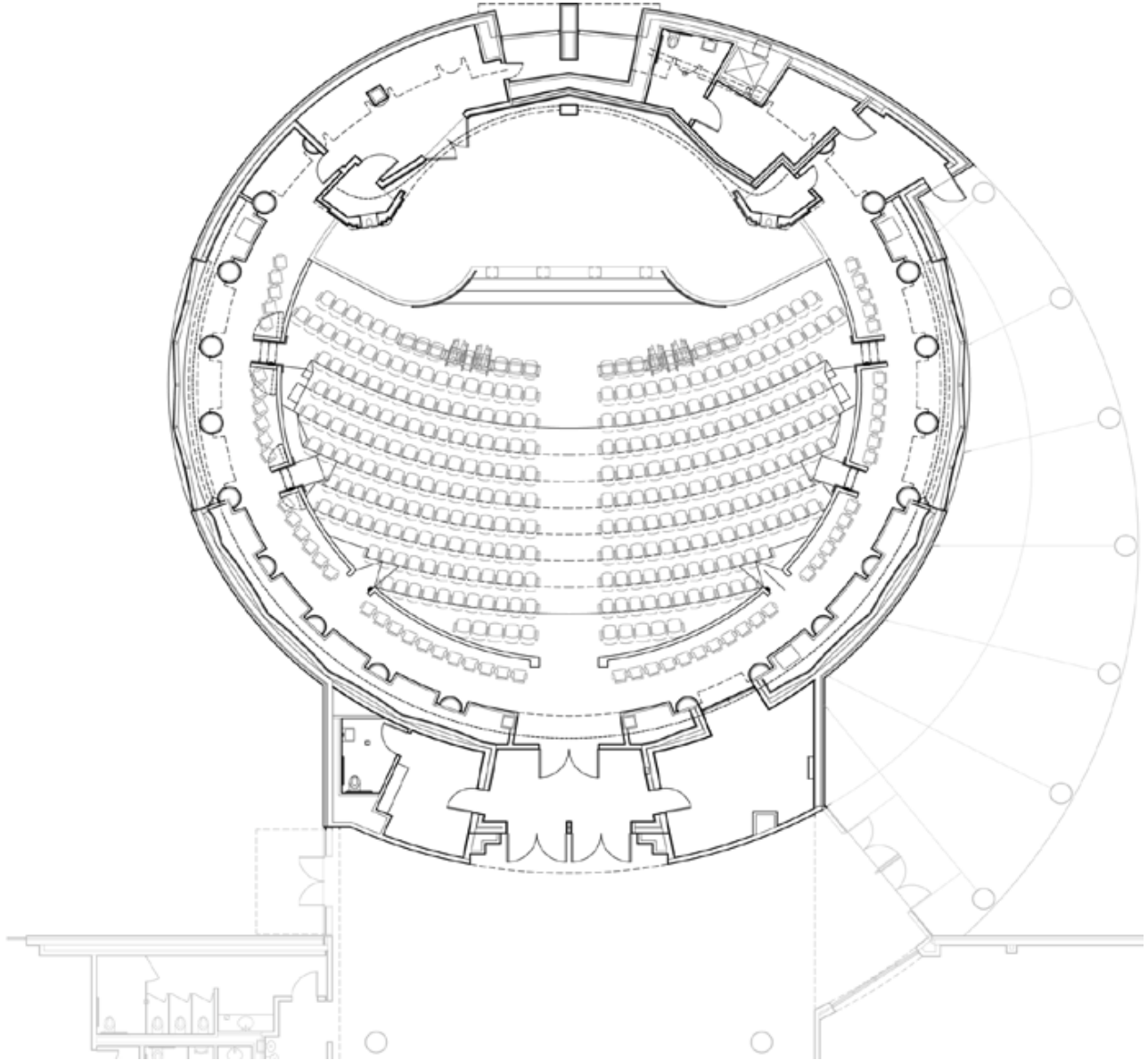
To cancel or change a reservation, Submit the [Change/Cancel Event Form](#), found on the Astra Homepage under External Links.

(Is this a weekend event? A fee may apply for custodial services for weekend events. Custodial Services can be reached at 281.649.3374.)

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Please draw on the diagram where equipment will need to be set up.



Office Use Only:

****This form must be received by the Office of University Events & Conferences at least FIVE BUSINESS DAYS prior to the event, or we may be unable to honor your request.** You can email the form to eventsintern@hbu.edu or deliver it to the Events office in the Morris Center – 183. The Office of Events & Conferences is open M-F 8am-6pm. We can also be reached at 281.649.3047. **