

Set-up date: \_\_\_\_\_

## Facility Set-up Specifics:

### HBU Bradshaw Fitness Center



Name of Event: \_\_\_\_\_

Event Date: \_\_\_/\_\_\_/\_\_\_ Expected Attendance: \_\_\_\_\_

#### About the Event:

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Circle room: Classroom A/ B/ C/ Gym/ Garden

#### Event Time Details:

Set-up by? \_\_\_\_\_ Event Begins? \_\_\_\_\_

Event Ends? \_\_\_\_\_ Teardown? \_\_\_\_\_

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

**Will your event have catering?** Circle: Yes / No | Type of catered event:

\_\_\_\_\_ (Examples: reception, buffet dinner, served dinner, etc. | Don't forget to add tables to your set-up for your catering needs. ARAMARK has the first right of refusal for all catering on campus. Table cloths are secured through ARAMARK catering for a charge. | Contact them at 281.649.3366.)

**Technical Needs:** Does your event have Audio / Visual need? All Media Services equipment should be requested as a resource in Ad Astra. Did you request your needed a/v when you reserved your venue? No? Contact the Events office to have them add resources up to 72 hours before an event. After 72 hours, you need to contact Media Services directly through the Help Desk: 281.649.3410.)

#### Equipment Needs:

**Tables** - 8ft. banquet #\_\_\_\_, 72 in. round (seats 8-10) #\_\_\_\_, 60 in. round (seats 6-8) #\_\_\_\_, cocktail #\_\_\_\_, serpentine # \_\_\_\_ | **Chairs** - # \_\_\_\_ | **Podium** - # \_\_\_\_ | **Other:** \_\_\_\_\_

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*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.*

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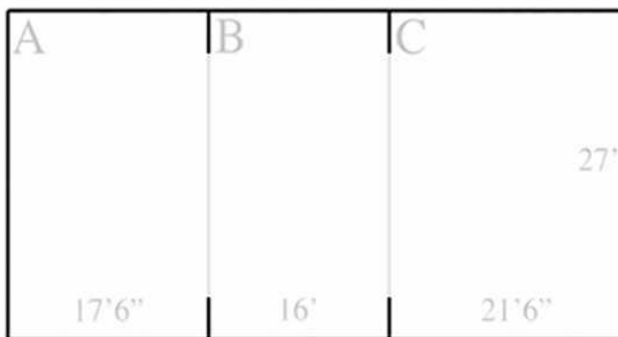
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Please draw on the diagram where equipment will need to be set up.

Other notes or comments: \_\_\_\_\_

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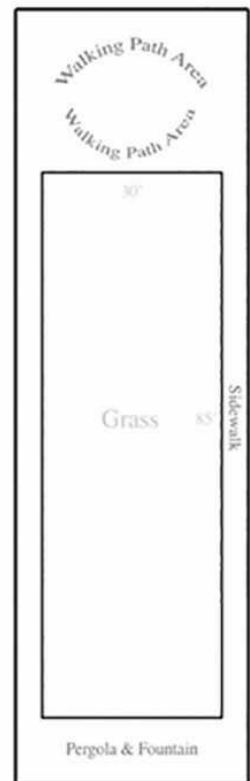
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All classrooms have tables/chairs that cannot be moved out but can be set up in groups or rows.

Capacity for A: 20; B: 20; C: 35

Spaces are shown with approximate proportions.



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

**\*\*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](mailto: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. \*\*

**Office Use Only:**