

Set-up date: _____



Facility Set-up Specifics: General

Name of Event: _____

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

About the Event:

Contact Person: _____ Contact Phone: _____

Contact Email: _____ Expected Attendance: _____

Location / Building: _____ Room name / #: _____

Event Time Details:

Set-up by? _____ Event Begin? _____

Event End? _____ 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** - _____

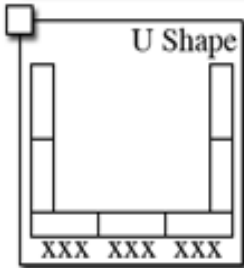
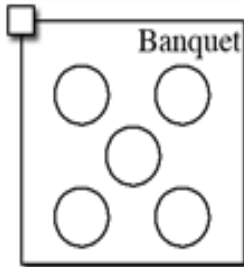
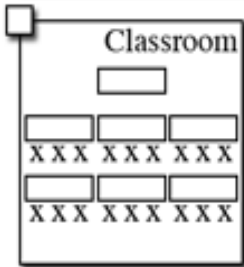
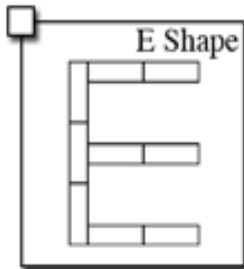
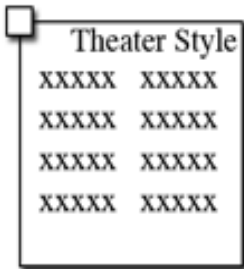
Did you reserve your equipment in Ad Astra when you requested your event? If not, Submit the [Media Request Form](#), found on the Astra Homepage under External Links.

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

Other notes or comments: _____

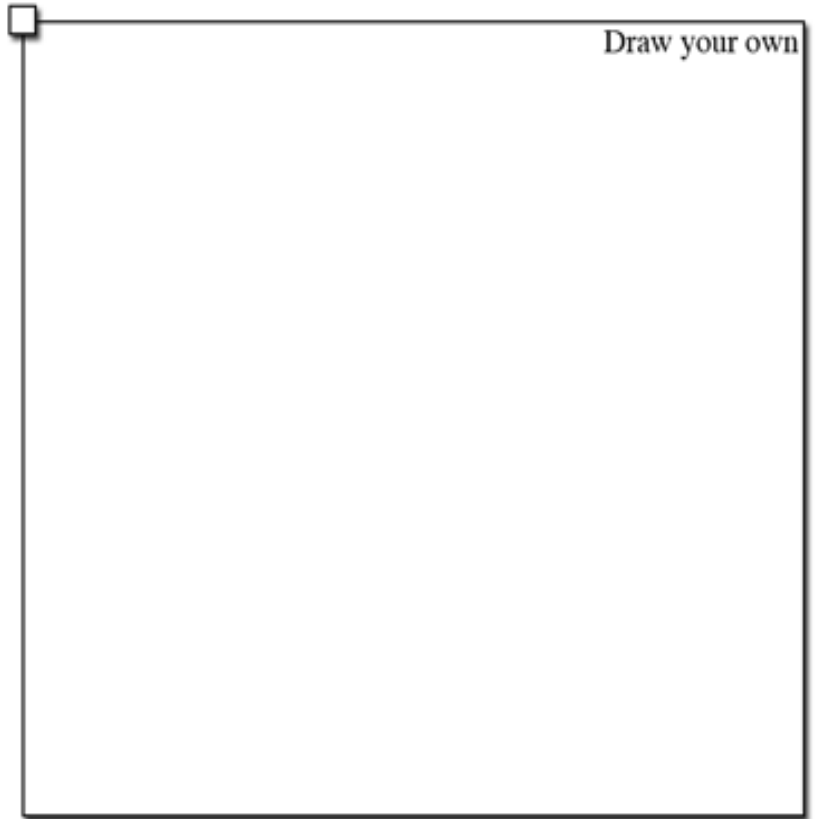


Rows: _____

Chairs per Row: _____

Tables: _____

Chairs per Table: _____



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 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: