



Set-up date: _____

McNair Hall Set-up Specifics

Name of Event: _____

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

About the Event:

Contact Person: _____ Contact Phone: _____

Contact Email: _____ Expected Attendance: _____

Event Time Details:

Set-up by? _____ Event Begin? _____

Event End? _____ Teardown? _____

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. Concession can be used for service. | 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.)

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) | | **Podium** - # ____ | **Other:** _____

(No more than 25 tables should be requested for McNair Hall unless you consult with the Events team about your set-up needs. | Is this a weekend event? A fee may apply for custodial services for weekend events. Custodial Services can be reached at 281.649.3374.)

(Did you reserve your equipment in Ad Astra when you requested your event? If not, check with Events to add it / verify the equipment is available. Call: 281.649.3047 | Events set-up services will do their best to provide your preference, but color is not guaranteed.)

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

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