# **Campanelli Special Events**

**Custodial Set-up Form**

# Event: ­ ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_

Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## \*Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ie: gym, music room, lounge, LMC, etc.)

# of tables needed \_\_\_\_\_\_\_\_\_

# of chairs needed \_\_\_\_\_\_\_\_\_

Check if needed: \_\_\_\_\_ podium \_\_\_\_\_ stage \_\_\_\_\_ overhead

\_\_\_\_\_ microphone \_\_\_\_\_ risers

West

\*Gym set-up:

Screen

North

South

East

\*Other location set-ups use additional page.

SEND COMPLETED FORM TO OFFICE TO BE GIVEN TO CUSTODIAN