Request for Room and Event Set-up

Today's Date: _____

Requested by: _____
Commission, Group or Organization

Contact Person_____Phone_____

Set-up Request and Needs
(include room name, equipment and tables/chairs)

_____
_____
_____
_____
_____

Date and Time work to be completed by:

_____ _____
Date Time

Person completing Form:_____
If different than above

For meetings and smaller events this request should be received by Scott Fischer 2 weekdays (Monday – Friday) before needing set-up

For larger and major events this request should be discussed with Scott Fischer 2 weeks in advance - to allow for scheduling/securing of assistance.

Please diagram desired set-up in space below: