

SIMKINS HALL / ALCOVE

SET-UP REQUEST

Today's Date _____ **Submitted By** _____ **Name of Event** _____
Sponsoring Grp _____ **Contact Info** _____ **Day & Date of Event** _____
Hours of Event _____
Number of People Expected (Chairs Needed) _____ **Set-Up Ready By** _____

Mark all that apply:

Built-In Screen & Projector (with small table)

Podium (draw placement)

Mic — How many? _____

Mic Stand — How many? _____

Laptop

Portable Projector (with small table)

Portable Screen (draw placement)

Room Divider (draw closures)

Rolling Walls (draw placement)

Simkins Hall Kitchen Use Request

Fireside Kitchen Use Request

- Please label and date all items stored in the refrigerator(s).
- Food & beverage set-up is not permitted in the Alcove (carpeted area)

Additional Notes:

Use the back page to show placement of tables, chairs, projector screen, etc. Note: Diagram is not to scale.

Indicate type of table: Long Table: Seats up to 10 Card Table: Seats 4 Round Table: Seats 8 Chairs: **X** Large Rolling Tables:
For food/displays; Quantity: 4

← 45' →



KITCHEN DOORS



HALLWAY DOORS

↑
N

← 24' →



BUILT-IN
SCREEN

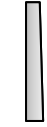


↑
75'
↓

PIANO



STAGE



↑
66'
↓



↑ ALCOVE (CARPETED AREA) ↑