

Facilities Event Support, Equipment Request Form

Requestor Information						Date			
Name			Extension			E-mail			
Speedtype								Speedtype account must be provided in order to process request	
Faculty/Staff Advisor									
Campus Contact Information <i>(if different from above)</i>									
Name			Extension			E-mail			
Event Information									
Event Title				Location					
Start Date		Time		End Date		Time			
Setup Date		Time		Pickup Date		Time			
Equipment Requested - Enter quantities requested in the boxes below									
BBQ (55 gal. adjustable - charcoal not included)						Tables - Banquet (Round 60" diameter) Seats 8-10			
Chairs - Folding (Brown in color)						Tables - Folding Card (36"x36") Seats 4			
Easels						Tables - Seminar (18"x8') Seats 4			
Extension Cords (Heavy duty 50')						Trash - Recycling			
Flip Chart Stand (Chart/Markers not included)						Trash - Waste (32 gallon Rubbermaid)			
Podium - Standard						Trash - Waste (3 yard tilt carts)			
Podium - Standard w/University Seal						Stage - Sections (4'x4'x2')			
Tables - Banquet (30"x8') Seats 8-10						Stage - Skirting			
Tables - Banquet (30"x6') Seats 6-8						Stage - Stair Case			
Special Instructions									
Electrical Support?		Yes / No		Diagram attached?		Yes / No		Shut-off Water?	Yes / No
Instructions for Completion									
<ol style="list-style-type: none"> 1. Complete the form by placing the cursor in a field and begin typing 2. Choose "Save As", and name the file the Name of the Event 3. E-mail the form as an attachment to Facilities-csc@scu.edu or fax to x4734 4. When received by Facilities, a receipt will be e-mailed 									