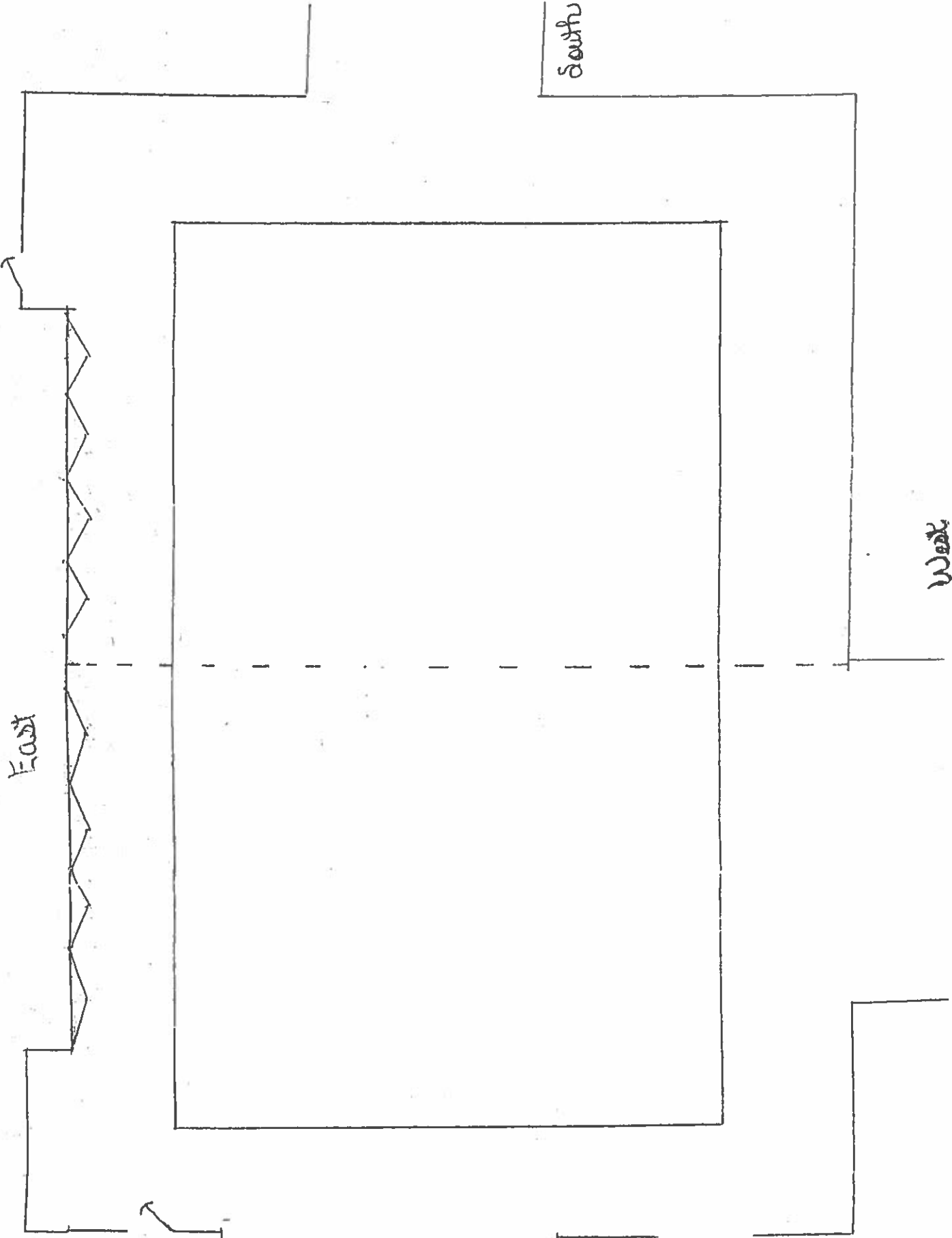


Set up for \_\_\_\_\_ (name of event)

Date \_\_\_\_\_

Set-up By \_\_\_\_\_ (Time and date)



Please list other special needs such as audio/ visual set up. Any audio/visual needs must be arranged for with the Building Supervisor 7 days prior to the event:
