SPECIAL EVENTS SET-UP REQUEST FORM

*This form should be completed at least 2 weeks prior to the event.*

Name of Event: _______________________________________________________________

Date of Event: ____________________       Today’s Date: _________________________

Begin Time: ____________________ a.m./p.m.      End Time: __________________ a.m./p.m.

Location: ____________________________________________________________________

Requesting Organization: _______________________________________________________

Contact Person: _______________________________________________________________

Phone: _________________________         E-Mail Address: ___________________________

Time when set-up must be completed: __________________ a.m./p.m.
(Note: Please allow 2 hours between any events in the same location.)

Number of people attending: __________

Will refreshments be served?           Yes    No
Name of catering company: __________________________
Contact (w/ phone number): __________________________

Are tables and/or chairs required?    Yes   No
# of 5 foot round tables: ___________ (Seats 8 max per table)
# of 6 foot rectangular tables: ___________ (Seats 3 max per table)
# of chairs: ____________
(Please carefully diagram room set-up on reverse of this form.)

Is there any other special equipment or furniture required?    Yes    No
Coat racks: ___________    Additional Trash Cans/Recycling Bins: __________
Blackboards: _________

Staging: Yes   No (raised platform for panel)
If so, how many of what size?    #____ 6’x8’ (4 max.) # ____ 4’x8’ (2 max.)
Please sketch the specific set-up for the room that you are reserving, noting the location of the furniture and any other specific requirements (e.g., coat rack location, trash bin location, etc).

Please fax your completed form to:
202-662-9344
or deliver to
Facilities Management
McDonough Hall, Room 154
lawfacilitiesmgmt@georgetown.edu

If you have any questions, please call 202-662-9330.
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