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
facilitiesmgmt@law.georgetown.edu

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