

## 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.)

## SPECIAL EVENTS SET-UP REQUEST FORM

**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.**