

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: _____

of 6 foot rectangular tables: _____

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: _____ Paper Table Cloths: _____

Blackboards: _____ Additional Trash Cans/Recycling Bins: _____

Staging: Yes No

If so, how many of what size? # _____ 6'x8' (4 max.) # _____ 4'x8' (2 max.)

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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**

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