



**Houston  
Christian  
UNIVERSITY**

Setup Date: \_\_\_\_\_

## Gallery Setup Specifics

Name of Event: \_\_\_\_\_

Ad Astra Reservation Number: \_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Type of Event: \_\_\_\_\_

### About the Event:

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Ticketed Event: Yes or No? \_\_\_\_\_ General Admission or assigned seating? \_\_\_\_\_

**Will your event have catering?** Circle: Yes/No | Type of catered event: \_\_\_\_\_

(Examples: reception, buffet dinner, served dinner, etc. | Don't forget to add tables to your set-up for your catering needs. **ARAMARK has exclusivity in this building.** All tablecloths are secured through ARAMARK catering for a charge.)

### Event Time Details:

Event Load-In? \_\_\_\_\_ Event Sound Check? \_\_\_\_\_

Doors Open? \_\_\_\_\_ Event Begins? \_\_\_\_\_

Intermission? \_\_\_\_\_ If Yes, Length? \_\_\_\_\_

Event Ends? \_\_\_\_\_ Load-Out Ends? \_\_\_\_\_

#### Event Rehearsal:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

**Technical Needs:** (For assistance, contact the Morris Cultural Arts Center Tech Team at 281.649.3165 or [eventproduction@hc.edu](mailto:eventproduction@hc.edu))

### Equipment Needs:

**Tables:** 8 ft. banquet # \_\_\_\_\_, 6 ft. banquet # \_\_\_\_\_, 72 in. round (seats 8-10) # \_\_\_\_\_, 60 in. round (seats 6-8) # \_\_\_\_\_, cocktail # \_\_\_\_\_, serpentine # \_\_\_\_\_ | **Chairs:** # \_\_\_\_\_ (Chiavari/stuffed) | **Music stands:** # \_\_\_\_\_ | **Risers:** standing (3-step) # \_\_\_\_\_, stage (4'x4') | **Podium:** # \_\_\_\_\_ | **Conductor's Step Riser:** Yes/No | **Conductor's Podium:** Yes/No

*Did you reserve your equipment in Ad Astra when you requested your event? If not, Submit the "[Media Request Form](#)," found on the Ad Astra Homepage, under "External Links."*

*To cancel or change a reservation, Submit the "[Change/Cancel Event Form](#)," found on the Astra Homepage, under "External Links."*

*A fee may apply for Custodial Services or HCU Police coverage. For any questions or concerns about this, please contact the Office of University Events, Camps, & Conferences at 281.649.3047 or [eventsintern@hc.edu](mailto:eventsintern@hc.edu).*

## Gallery Setup Specifics

*Windows Side*

[illegible]

**Office Use Only:**

**\*\*This form must be received by the Office of University Events, Camps, & Conferences *at least* TEN BUSINESS DAYS prior to the event (or sooner), otherwise we may be unable to honor your request.** You can email the form to [eventsintern@hc.edu](mailto:eventsintern@hc.edu) or deliver it to the Office of University Events, Camps, & Conferences in the Morris Cultural Arts Center #183, open Monday-Friday 8 a.m.-6 p.m. or via phone at 281.649.3047.