		Setup Date:	
	Houston Christian UNIVERSITY	Gallery Setup Specifics	
		Name of Event:	
		Ad Astra Reservation Number:	
		Event Date:// Type of Event:	
Al	bout the Event:		
Co	ontact Person:	Contact Phone:	
Co	ontact Email:	Expected Attendance:	
Ti	cketed 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 Rehearsal:	
Event Load-In? Event Sound Check?		Date:
Doors Open?	Event Begins?	Time:
Intermission?	If Yes, Length?	Notes:
Event Ends?	Load-Out Ends?	

Technical Needs: (For assistance, contact the Morris Cultural Arts Center Tech Team at 281.649.3165 or <u>eventproduction@hc.edu</u>)

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

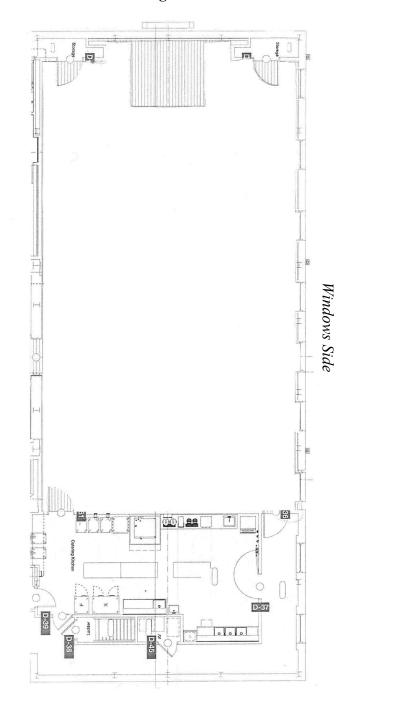
Did you reserve your equipment in Ad Astra when you requested your event? If not, Submit the "<u>Media</u> <u>Request Form</u>," found on the Ad Astra Homepage, under "External Links."

To cancel or change a reservation, Submit the "<u>Change/Cancel Event Form</u>," 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 <u>eventsintern@hc.edu</u>.

Gallery Setup Specifics

Other Notes and Comments:



Please draw on the diagram below.

Office Use Only:

**This form must be received by the Office of University Events, Camps, & Conferences at least <u>TEN BUSINESS DAYS</u> prior to the event (or sooner), otherwise we may be unable to honor your request. You can email the form to 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.