



Setup Date: _____

General Facility 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: _____

Location/Building: _____ Room Name/#: _____

Event Time Details:

Setup By? _____ Event Begins? _____

Event Ends? _____ Teardown? _____

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 the first right of refusal for *all catering on campus*. All tablecloths are secured through ARAMARK catering for a charge.)

Technical Needs: All Media Services equipment should be requested as a resource in Ad Astra. Contact the Office of University Events, Camps, & Conferences for any assistance in submitting a "[Media Request Form](#)," found on the Ad Astra Homepage, under "External Links."

Equipment Needs:

Tables: 8 ft. banquet #____, 6 ft. banquet #____, 72 in. round (seats 8-10) #____, 60 in. round (seats 6-8) #____, cocktail #____, serpentine #____ | **Chairs:** #____ | **Music stands:** #____ | **Podium:** #____ **Other:** _____

Did you reserve your equipment in Ad Astra when you requested your event?

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

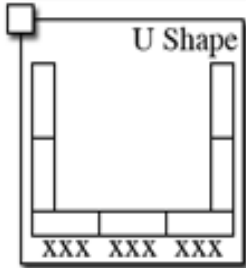
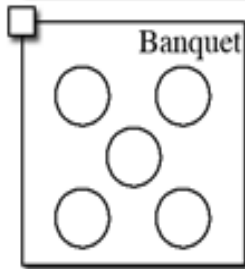
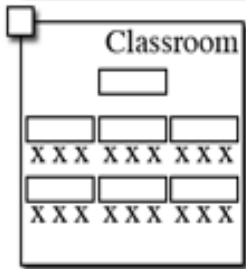
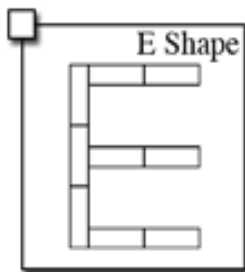
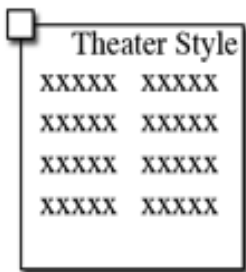
A fee may apply for Custodial Services or HCU Police coverage. For any questions or concerns about this, please contact the Office of University Events, Camps, & Conferences at 281.649.3047 or eventsintern@hc.edu.

Setup Date: _____

General Facility Setup Specifics

Other Notes or Comments: _____

Please draw on the diagram below.



Rows: _____

Chairs per Row: _____

Tables: _____

Chairs per Table: _____

Draw your own

****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 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.

Office Use Only: