



**Houston
Christian
UNIVERSITY**

Setup Date: _____

McNair Hall 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 the first right of refusal for *all catering on campus*. 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)

Equipment Needs:

Tables: 8 ft. banquet # _____, 6 ft. banquet # _____, 72 in. round (seats 8-10) # _____, 60 in. round (seats 6-8) # _____, cocktail # _____, serpentine # _____ | **Chairs:** # _____ (black/gray/stuffed) | **Music stands:** # _____ | **Risers:** standing (3-step) # _____, seated platforms (8'x3') # _____ | **Podium:** # _____ (glass/wooden/wooden with cross) | **Conductor's Step Riser:** Yes/No | **Conductor's Podium:** Yes/No

Dressing Room Needs: Yes/No If Yes, # _____

(Dressing rooms can be made available, but only if not already in use. Please verify availability through Ad Astra with the Office of University Events, Camps, & Conferences.)

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."

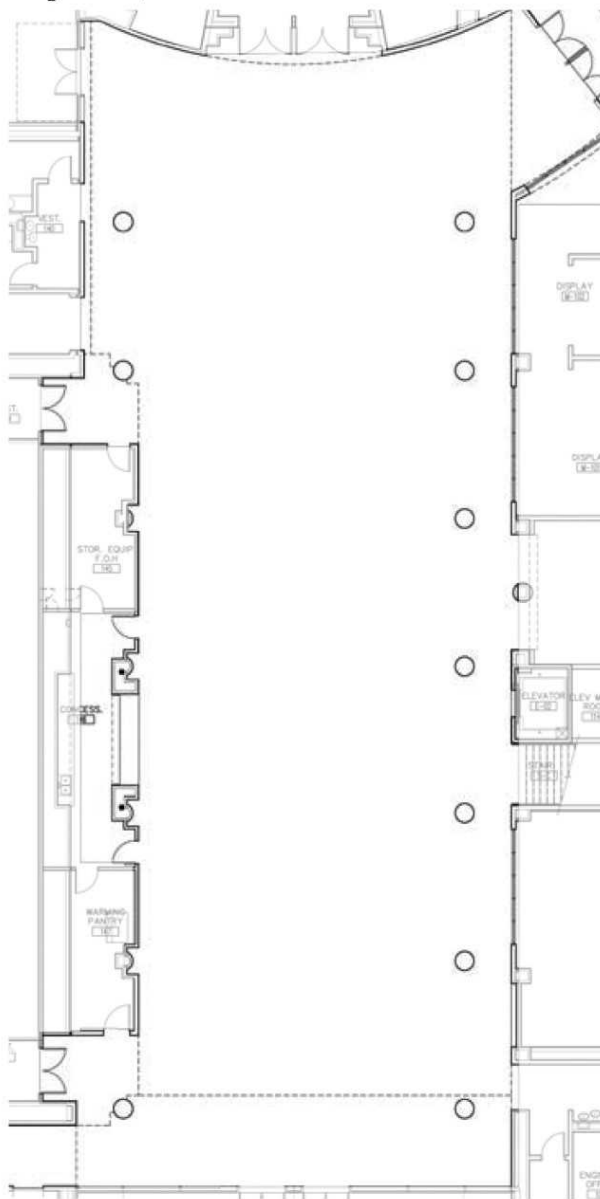
Setup Date: _____

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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.

Please draw on the diagram below.



Other Notes and Comments: _____

[illegible]

****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: