



Set-up date: \_\_\_\_\_

## McNair Hall Set-up Specifics

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

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

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

### About the Event:

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

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

### Event Time Details:

Set-up by? \_\_\_\_\_ Event Begin? \_\_\_\_\_

Event End? \_\_\_\_\_ 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. Concession can be used for service. |

ARAMARK has the first right of refusal for all catering on campus. Table cloths are secured through ARAMARK catering for a charge. | Contact them at 281.649.3366 or 281.649.3259.)

### Equipment Needs:

**Tables** - 8ft. banquet #\_\_\_\_, 72 in. round (seats 8-10) #\_\_\_\_, 60 in. round (seats 6-8) #\_\_\_\_, cocktail #\_\_\_\_, serpentine # \_\_\_\_ | **Chairs** - # \_\_\_\_ (Preference – circle one: black / gray) |

**Podium** - # \_\_\_\_ | **Other:** \_\_\_\_\_

**(No more than 25 tables should be requested for McNair Hall unless you consult with the Events team about your set-up needs.)**

*(Did you reserve your equipment in Ad Astra when you requested your event? If not, check with Events to add it / verify the equipment is available. Call: 281.649.3047 | Events set-up services will do their best to provide your preference, but color is not guaranteed.)*

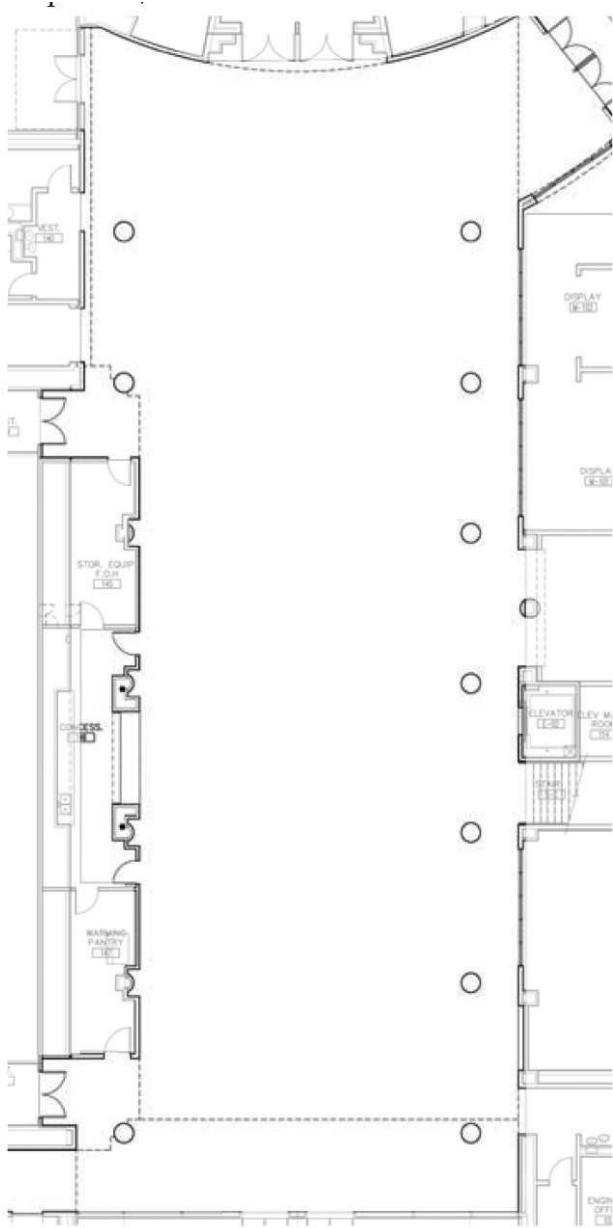
To cancel or change a reservation, Submit the [Change/Cancel Event Form](#), found on the Astra Homepage under External Links.

*Is this a weekend event? A fee may apply for custodial services for weekend events. Custodial Services can be reached at 281.649.3373 or 281.649.3374 from 8 a.m.-4 p.m.*

Set-up date: \_\_\_\_\_

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Please draw on the diagram where equipment will need to be set up.



Other notes and comments: \_\_\_\_\_

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**\*\*This form must be received by the Office of University Events & 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@hbu.edu](mailto:eventsintern@hbu.edu) or deliver it to the Events office in the Morris Center – 183. The Office of Events & Conferences is open M-F 8am-6pm. We can also be reached at 281.649.3047. \*\*

**Office Use Only:**