



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: _____

Ticketing (Circle): 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. 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.)

Event Time Details:

Event Load- In? _____ Event Sound Check? _____

Doors open? _____ Event Begin? _____

Intermission? _____ If yes, length? _____

Event End? _____ Load- Out Ends? _____

Event Rehearsal:

Date: _____

Time: _____

Notes: _____

Technical Needs (For assistance, contact Morris Center Tech at 281.649.3165.):

Will the event need a dressing room? Circle one: yes / no (Dressing rooms can be made available, if not already in use. Please verify availability with the Office of University Events & Conference.)

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) | **Music stands** - #____ | **Risers** – standing #____, seated platforms #____ | **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.)

Set-up date: _____

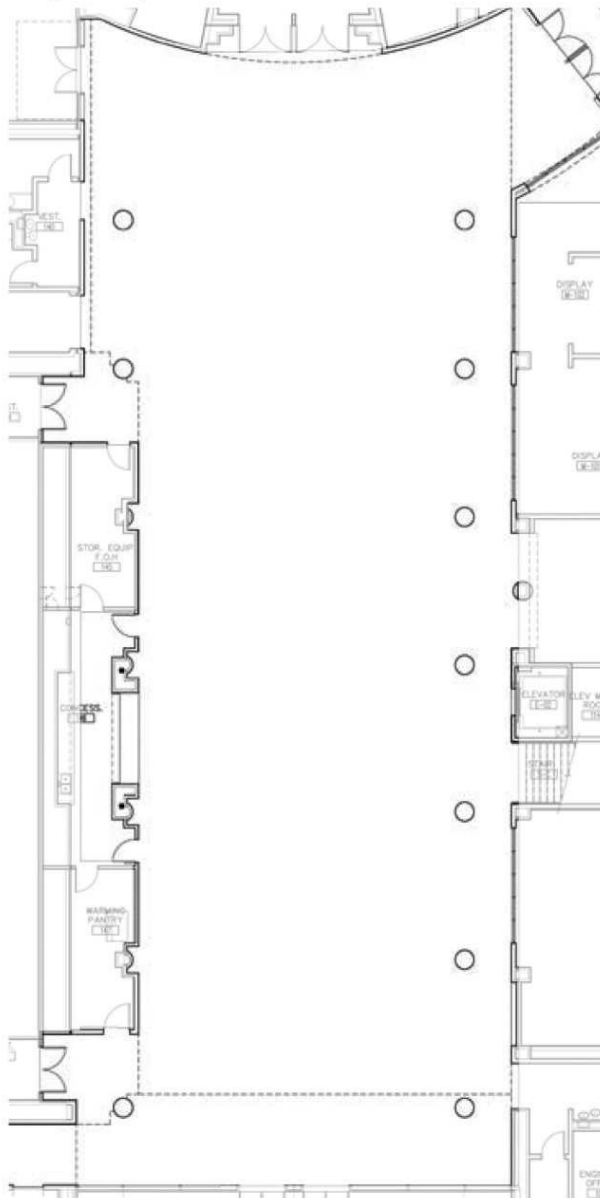
McNair Hall Set-up Specifics

(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.

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



Other notes and comments: _____

[illegible]**Office Use Only:**

****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 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. ****