

## EVENT SUPPORT REQUEST

**Event Title:** \_\_\_\_\_  
**Event Date:** \_\_\_\_\_ **Start/Stop Times:** \_\_\_\_\_

Contact Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone (optional): \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Alternate Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone (optional): \_\_\_\_\_

Event Location (Building & Room Number): \_\_\_\_\_  
Confirmed by: \_\_\_\_\_  
Earliest Setup Date/Time: \_\_\_\_\_ Earliest Re-set Date/Time: \_\_\_\_\_  
Estimated Attendance: \_\_\_\_\_

**\* Any request of 8 or more tables must be made 10 days prior to the event in order to reserve tables. If event requires over 20 tables, the total number of tables will have to be rented by the requesting party.**

Requested Items:  
\_\_\_\_ 6' Tables (White Plastic) \_\_\_\_ Trashcans  
\_\_\_\_ White Folding Chairs \_\_\_\_ Stage - Available in 4' x 8' sections (Attach diagram)  
List other Items: \_\_\_\_\_  
\_\_\_\_\_

List Special Electrical Needs: \_\_\_\_\_  
\_\_\_\_\_

List Special Custodial Needs:  
(Note: Weekend or after-hours service may require overtime be paid by the requesting department/organization. Contact Custodial Manager Donald West at 678-466-4203 or [donaldwest@mail.clayton.edu](mailto:donaldwest@mail.clayton.edu) for details)  
\_\_\_\_\_

Event set-up approved by:  
(Dean or Director's **signature**) \_\_\_\_\_

### ATTACH DIAGRAM OF SET-UP IF NECESSARY

Remember to contact other campus services you may need.

- Public Safety
- Media Services
- University Relations
- Auxiliary Services (catering)