

Today's Date _____

**OSU-M/NCSC
SPECIAL EVENT SET-UP REQUEST**

Authorization _____

Please complete the following information and **submit it ten (10) days prior to the event set-up day**. OSU-M employees send to Ann Ireland (-143) and NCS employees send to Mark Collins (Shelby).

NAME OF ORGANIZATION _____ **OSU-M** **NCSC** (circle one)

NAME OF EVENT _____ **PROFIT** **NONPROFIT**

ROOM(S) _____ **BUILDING** _____ **ESTIMATED ATTENDANCE** _____

DATE RESERVED FOR SET-UP _____ **TIME RESERVED FOR SET-UP** _____

DATE OF THE EVENT _____ **TIME RESERVED FOR THE EVENT** _____

DATE RESERVED FOR TEAR-DOWN _____ **TIME RESERVED FOR TEAR-DOWN** _____

PRIMARY CONTACT PERSON _____ **PHONE** _____

ROOM OPTIONS

- () Ovalwood Auditorium
- () Campus Recreation Center (air conditioning not available)
- () Bromfield 212
- () Bromfield 117
- () Student Union
- () Eisenhower 217
- () Eisenhower Cafeteria
- () Eisenhower Coffeehouse
- () Kee Hall, 128 (A B C – circle all that apply)
- () Health Sciences Auditorium
- () Health Sciences Center 116
- () Picnic Pavillion
- () Other _____
- () parking Lot @ 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

CAPACITY

- 396
- 1300 (bleachers only) 1,700 (bleachers & chairs)
- 120
- 55 (lecture style) 30 (tables & chairs)
- 120 (seated)
- 49 (tables & chairs) 50 (seated)
- 300
- 65
- 40 (per room w/tables & chairs)
- 118
- 30
- 50
- 2,289 total campus parking

ROOM SET-UP STYLES

- () classroom style (chairs only) () square, chairs on outside () tables & chairs
- () U-shape, chairs outside () L-shape () conference room appearance
- () other, explain

GENERAL EQUIPMENT

<u>NUMBER REQUIRED</u>	<u>ITEM NAME</u>	<u>MAXIMUM NO. AVAIL.</u>
_____	Tables – 6'	30
_____	Tables – 8'	30
_____	Tables – 5' (Kee Hall only)	55
_____	Tables – 5' rounds	8
_____	Risers – Band 4' x 6' x 8" high	8
_____	4' x 6' x 16" high	7
_____	4' x 6' x 24" high	8
_____	4' x 6' x 26" high (CRC only)	4
_____	Risers – Choral	5
_____	Chairs – plastic stackable	450
_____	Chairs – folding	200
_____	Chairs – burgundy arm chairs	13
_____	Portable Chalkboards	2
_____	Easels	2
_____	Trash receptacles 9 - indoor/outdoor (circle one)	
_____	Portable coat racks (20 hooks/rack)	4
_____	Podium	2
_____	Lectern	4
_____	Traffic Control Posts	6
_____	Piano (student union, auditorium, & Bromfield 212 only)	3

AUDIO VISUAL EQUIPMENT

- () 16 mm movie projector
- () computer w/projector
- () carousel projector
- () overhead projector
- () VCR with TV
- () DVD with TV
- () microphones: no. _____
 Type: podium _____ long cord _____
 portable _____

MISCELLANEOUS

- Roadway lights on? Yes _____ No _____
- Parking gates up? Yes _____ No _____
- Attached map for sign locations? Yes _____ No _____
- General cleaning for indicted areas Yes _____ No _____
- General grooming for surrounding grounds Yes _____ No _____
- Stakes for signs Yes _____ No _____
- Food services required? CALL 755-4290

<u>Office Use</u> maintenance assigned _____ contract mailed _____
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FLOWERS & GREENERY

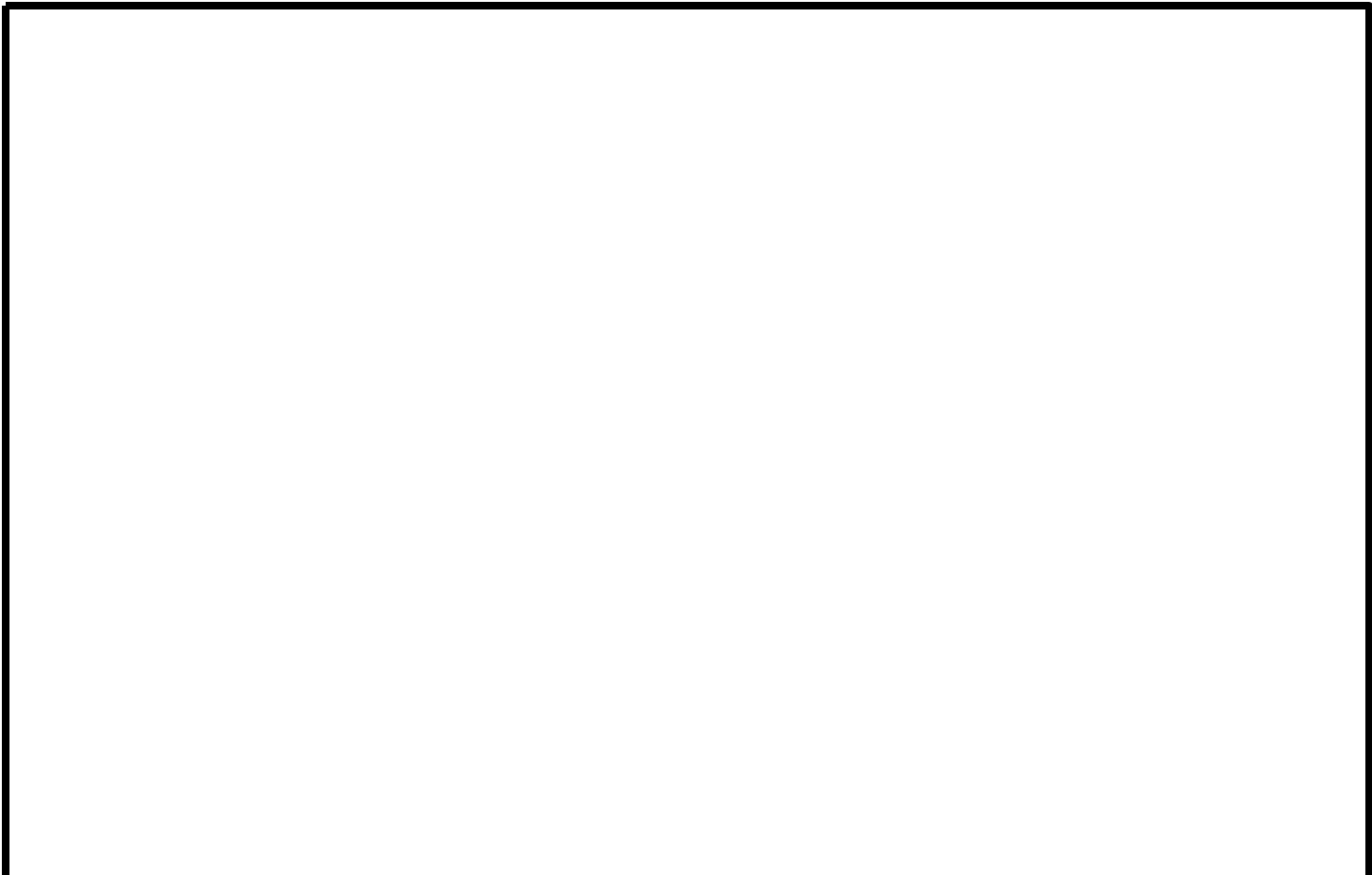
- () 4' large green palms

BANNERS, FLAGS & SEALS

- () American Flag (2)
- () Ohio Flag (2)
- () OSU Flag (1)
- () OSU Banner (1)
- () NCSC Podium Banner (1)
- () NCSC Banner (2)

DIAGRAM

Please provide a complete diagram of the room(s) layout. You may attach extra sheets if necessary.



COMMENTS: _____
