

East Texas Baptist University
Moves and Set Ups Request Form

Requests should be received by the Physical Operations Department 48 hours in advance of event. Please call Physical Operations at ext. 2098 if you have any questions.

Note: Before this form is submitted, reservations for the event facility must be made through the online reservation system (RESS).

Date Form Completed: _____

Contact Person: _____ Phone Number: _____

Department: _____ Account Number: _____

Date of Event: _____ Location of Event: _____

Name of Event: _____

Time Set Up Needed: _____ Time Taken Down: _____

Time Event Begins: _____ Time Event Ends: _____

If media equipment and/or personnel are needed, please contact ...

INSTRUCTIONS FOR SET UP

Number of Persons Attending: _____ Tables: 6ft.: _____ Round: _____

Chairs: _____ Podium: _____ Extra Trash Cans: _____

SPECIAL INSTRUCTIONS/DIAGRAM OF ROOM SET UP