

**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: 8ft. _____ 6ft. _____ Round: _____

Chairs: _____ Podium: _____ Extra Trash Cans: _____ Other Items: _____

SPECIAL INSTRUCTIONS/DIAGRAM OF ROOM SET UP