



# GFC MSU Campus Facility Services Set-Up Request (Only)

If you plan to have the Bookstore & Cafe cater your event or do any table set-up, please contact them separately.

Today's Date:

Title of Event:

Date Needed:

Set-Up Time:

End Time:

Event Time (From/To):

Requested By:

Room/Area that has been confirmed:

**For information on rooms (set-up and amenities, please visit the College's events website to view the various rooms at [www.gfcmsu.edu/about/events/index.html](http://www.gfcmsu.edu/about/events/index.html)**

### Type of Set-Up

Number of Chairs:

- Theater Style
- U-Shaped
- Class Room Style
- Board Room
- Banquet Style

Number of Tables:

- Eight Foot
- Round Tables
- Double Tables

### Additional Needs

- 2 -8ft tables at head of room
- 2 -8ft tables at back of room
- Stand alone podium

- Tabletop microphone Quantity:
- Tabletop podium
- Lapel microphone

### Detailed Instructions (attach a separate sheet if needed)

Facilities Services use only:

Completion date:

Completed by: