



**CMU EVENT SETUP FORM or
TABLE/CHAIR REQUEST**

Date of Event: _____ Time of Event: _____

In an effort to accommodate department, club and organization needs across campus for tables and chairs, please complete the following:

Table and Chairs required at (location): _____

Number of 6' tables requested: _____ Number of 8' tables requested: _____

Number of chairs requested: _____

Person to contact regarding setup: _____ Telephone #: _____

Please describe in detail how you would like tables/chairs set (whenever possible, please send drawing with complete layout): _____

(please be as specific as possible – if you are going to do the setup yourself, provide specific information regarding location where tables/chairs are to be left). Please attach additional sheet if more information is needed for setup.

Tables/chairs can be picked up by: _____ (time) on _____ (date)

Request by: _____

Date: _____

Received in Facilities Department: _____

This form to be used for on-campus events only. All other requests must be submitted on CMU Table/Chair Check Out Form – Off Campus Events (available on Facilities web site). Requests MUST be submitted to the Facilities Department a minimum of one (1) week in advance to ensure availability. Forms can be faxed to 970-248-1588, delivered to the Facilities Department at 1260 Kennedy Avenue or via inter office mail.

Please note that tables and chairs are extremely limited in availability and, as such, we cannot guarantee that all requests will be filled. The sooner you put your request in the better!