

George E. Bello Center Stepan Grand Hall Set-up Request

Fax to (401) 232-6552 or bring to the Conference Office
Please submit at least 10 business days prior to the event

Name of Event:

Contact Person:

Email:

Extension:

Date of Event:

Event Reference Number:

Estimated Attendance:

Account Number*:

** Account number is needed for events that have to be set up outside of working hours and/or require custodial coverage based on estimated attendance*

Room Set Time:

Event Start Time:

Event Ends:

Do you need a Podium?

Yes No
(draw on plan with a "P")

Will you be serving food?

Yes No
If yes, how many tables will the caterer need?
(draw on plan)

Do you need the black backdrop?

Yes No

Which catering company are you using?

Do you need a stage?

Yes No
(draw on plan with an "S")

Do you need classroom 101 to be broken down to be used for a catering prep area?

Yes No
Need half the room
Need the full room

Do you need coat racks?

Yes No
In hallway
In Grand Hall
In the coat room

Do you want to hire custodial coverage for your event?

Please note: custodial coverage is required for events over 100 people.

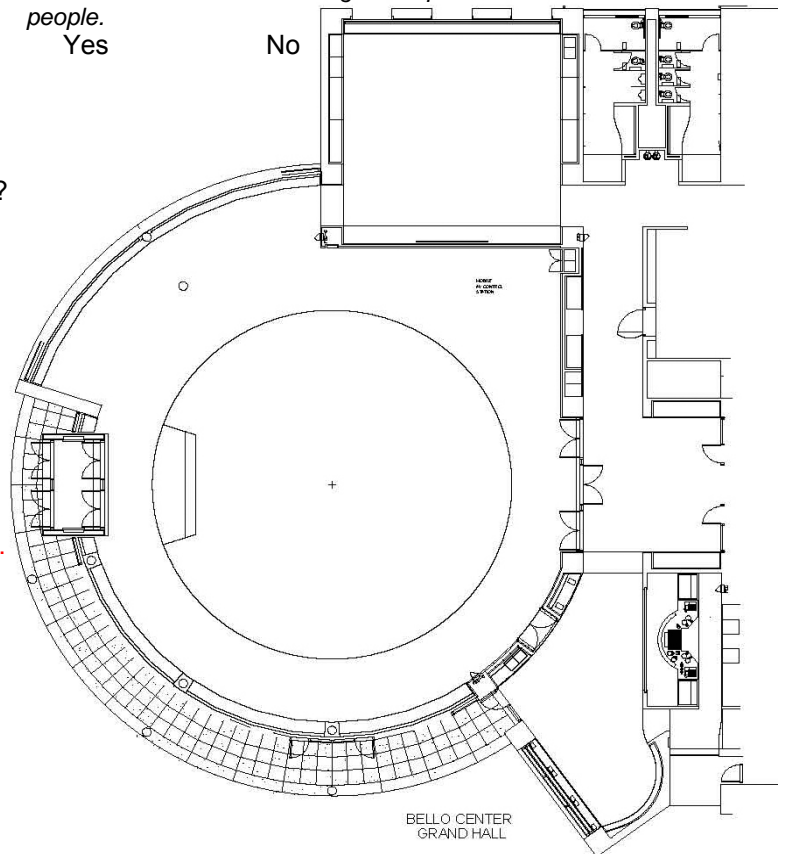
Yes No

Do you need a registration table?

Yes No
(draw on plan)
If yes, how many chairs at registration tables?

Do you require the use of the Audio/Visual Media Cart?

Yes No



PLEASE NOTE:

All audio visual equipment must be booked through AV's WebCheckout at <http://webcheck.bryant.edu/webcheckout/pir/login>. Please contact AV directly with any questions at x6128.

Please describe general set-up and any other needs: