

# Event Set-Up Request

E-mail to [maintenance@pcad.edu](mailto:maintenance@pcad.edu)

Pennsylvania College of Art & Design  
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[www.pcad.edu](http://www.pcad.edu)  
[www2.pcad.edu/Facilities](http://www2.pcad.edu/Facilities)

Name of Event	<input type="text"/>		
Date of Event	<input type="text"/>	Time of Event	<input type="text"/>
Date of Setup	<input type="text"/>	Time of Setup	<input type="text"/>
Name	<input type="text"/>	Back up Contact	<input type="text"/>
Department	<input type="text"/>	Department	<input type="text"/>
E-mail	<input type="text"/>	E-Mail	<input type="text"/>
Phone	<input type="text"/>	Phone	<input type="text"/>

Room(s) needed

Any Attachments (i.e. floor plans, sketches)

Approx. number of Staff/Faculty

Approx. number of Guests

## Equipment List

Table, Rectangular, 6'	<input type="text"/>	Projector, Digital	<input type="text"/>
Table, Skinny, 5'	<input type="text"/>	Projector, Slide	<input type="text"/>
Table, Round	<input type="text"/>	TV/DVD	<input type="text"/>
Rental Tables	<input type="text"/>	Laptop	<input type="text"/>
Chairs, Folding	<input type="text"/>	Media Cart	<input type="text"/>
Chairs, Other	<input type="text"/>	Sound Cart	<input type="text"/>
Poofs	<input type="text"/>	Speakers	<input type="text"/>
Pedestals (specify size)	<input type="text"/>	Projection Screen	<input type="text"/>
Easels	<input type="text"/>	Podium	<input type="text"/>
Stanchions	<input type="text"/>	Monitor	<input type="text"/>
Other		Other	
Specify	<input type="text"/>	Specify	<input type="text"/>

## Describe the Event

Has room(s) been reserved on Zimbra Calendar?  YES  NO

**NOTE: If your event is in a classroom, please see the Registrar for room reservation.**