

Campus Services

Physical Set-Up

VCPA STAFF ONLY:

Orchestra Shells _____
Choral Risers _____
Sound Technician _____
Lighting Technician _____

** Orchestra Shells, Choral Risers, Lighting and Sound Technicians (minimum of four hours) are an additional charge.*

Event Date: _____ Event Name: _____

Contact: _____ Location: _____

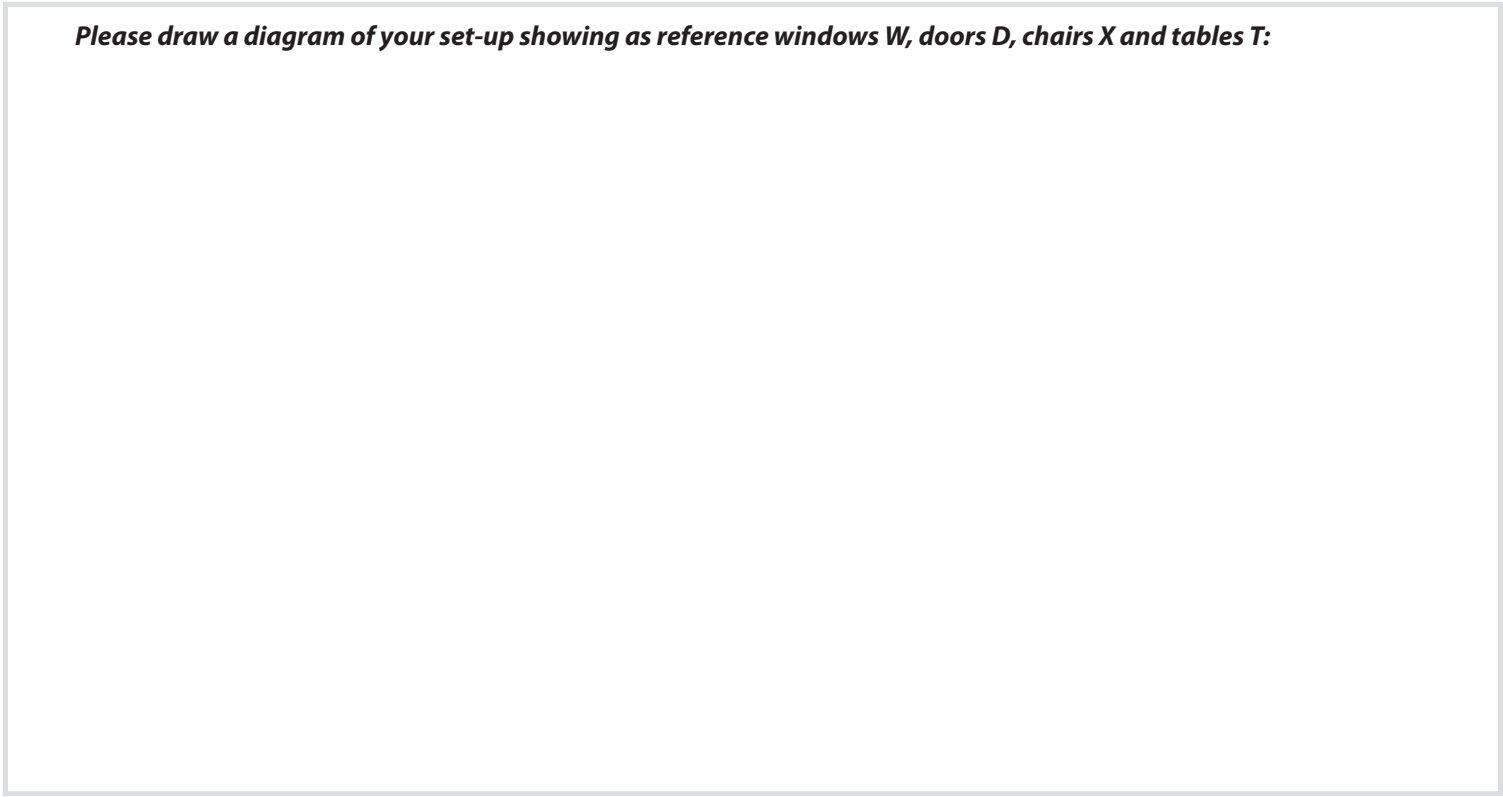
Set-Up Time/Date: _____ Take-Down Time/Date: _____

Additional Services & Materials: *Please list quantity needed*

L		W		H		
8'	x	4'	x	8"	_____	Platforms _____
8'	x	4'	x	16"	_____	Chairs _____
8'	x	4'	x	24"	_____	Tables <i>Round</i> _____ <i>Rectangular</i> _____
8'	x	4'	x	32"	_____	Garbage Cans _____

Other _____

Please draw a diagram of your set-up showing as reference windows W, doors D, chairs X and tables T:



Completed By: _____ Date: _____ Time: _____

Account to be charged: _____ - _____ - _____ - _____