

# ATTACHMENT “A” FOR FACILITIES USE REQUEST DETAILED DIAGRAM

Date of Event:

Building and Room Number:


Name of Organization:


Event Name:

PLEASE COMPLETE YOUR DETAILED DIAGRAM BELOW:


KEY(S) to use for your set up diagram: (add as needed)


Table(s) =  


Podium = 

Platform = 


Refreshment Table(s) = 

Event Sign = 

Microphone = 

Chair(s) = 

Trash Cans = 

Speakers = 

BBQ = 