

You must save this document to your desktop before you can type in fields
Attach this form to your Campus Services helpdesk ticket

If you require audio/visual equipment, please submit an [IT help desk ticket](#). Outside rentals specify IT needs in Event Details

Event Name: _____ Event Date: _____ Start Time: _____ End Time: _____

Event Coordinator: _____ Department: _____

Has the room/location been reserved/approved: Yes Pending No Expected head count: _____

When would you like the set-up complete by: _____ When does the event end: _____

Location of Event:

Check Items you will need	Availability	Quantity requested
30" x 60" gray rectangle tables	43, 16--for Wille Hall	
30" x 72" gray rectangle tables	2	
18" x 60" light brown rectangle tables	52--for Wille Hall	
5' diameter round tables	13--for Wille Hall	
Black chairs	216--for Wille Hall	
Folding metal chairs	300+	
Flags	United States/ Oregon	<input type="checkbox"/> USA <input type="checkbox"/> Oregon
Podium	floor and desktop models	<input type="checkbox"/> Floor <input type="checkbox"/> Desktop
ADA walk way	800 pieces, each piece is 12" X 36"	
Tents – 10' x 10'	3 (With Grounds permission)	
Tent – 20' x 40'	1 (With Grounds permission)	
Trash Cans	10	



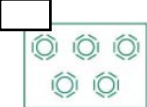

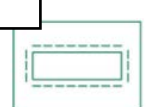
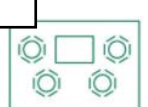

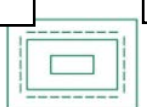
Stages	8' X 4' sections--8 sections in total	QT:
Stage set-up orientation:		
Stairs and Stage skirting		<input type="checkbox"/> Stairs <input type="checkbox"/> Skirting

Sandwich Boards	10	QT:
What should the Sandwich boards say: _____		
Board locations: _____		

Additionally requested items: _____

Will tables need to be set-up for Sodexo/Catering? : No Yes, Where: _____

If using tables and/ or chairs, what style of layout would you like? (Check the box)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
								Other. See attached floor plan
Theatre	Classroom	Banquet	Cabaret	Boardroom	Dinner Dance	U-Shape	Hollow Square	

Event Details: please provide any information that may be helpful to our event crew.

If needed, download a [floorplan](#), sketch your layout (tables, chairs, stage) and include with your [helpdesk ticket](#)
Additional questions regarding the Event Assistance process please view our [web page](#) or contact Campus Services at 541-383-7701 EXT 2066