



*Adrian College*

## Plant Service Request Form

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Organization: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Location: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

### Equipment Needed

Stage: \_\_\_\_\_ List size

8' Tables: \_\_\_\_\_ Indicate #

Lectern: \_\_\_\_\_

Round Tables: \_\_\_\_\_ Indicate #

Chairs: \_\_\_\_\_ Indicate #

Other Equipment: \_\_\_\_\_

**Deadline to submit this request:** \_\_\_\_\_

Write specific set-up instructions below and **include date, location, and time of set-up and tear down for all equipment**. When the set-up differs from the original room layout, a diagram *must accompany this form*.

Event Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Conference Office Approval: \_\_\_\_\_

Date: \_\_\_\_\_