



Organization Setup Request Form

Office of Student Activities
Belmont Abbey College
204 Student Commons
704-461-6780
patrickmott@bac.edu

Received: _____

Requests for event setups must be submitted to the Office of Student Activities no less than 1 week (5 days) prior to the event.

Organization Information

Name of the Organization: _____

Event Contact: _____

Phone: _____

E-mail: _____

Event Information

Event Title: _____

Event date(s): _____ Start Time: _____ End Time: _____

Location: _____ Setup to be completed by (time): _____

Setup Information

Please indicate the quantity of items requested. A diagram of setup should be attached to this form at time of submission.

Folding Tables: Rectangular 8': _____ Rectangular 4': _____ Round 60": _____

Chairs: _____

Podium: _____

Large Trash Cans: _____

Stage Segments: _____

Each segment is 4'x4' and can be configured to up to a 12'x12'.

Sound System: _____

Microphones: _____

Other Requirements (additional sheets may be attached): _____

Approval

Approved: _____

Date: _____