

ROOM RESERVATION SET UP REQUEST & TABLE REQUEST

Submit form to: Angel Cable, PNC-Facilities Coordinator Email: acable@pnc.edu
Phone: 219-785-5531 Fax: 219-785-5541

Subject to approval by: Gus Anderson, Building Services Supervisor Email: ganderson@pnc.edu
Phone: 219-785-5428 Fax: 219-785-5541

**Room Set-Up form request to be completed as soon as possible.
* Advance notice of 10 days before the event, is required.**

Please Select Room or Table	Room Request	Table Request	
Building & room number			
Day, date & time of event			
Contact person			
Phone/email			
Name of Event			
Number attending event			
Describe Configuration of the room or Circle choice	Convocation	Classroom	Conference
	Banquet		
Sign Holders: Yes or No	Preferred Locations:		
Podium: Yes or No	Coat Rack: Yes or No		
Side tables	Quantity & Location:		
Stage: Yes or No	Backdrop: Yes or No		
Table Size and how many:	6 ft. <small>(accommodates 4 to 6 people)</small>	8 ft. <small>(accommodates 6 to 8 people)</small>	Round <small>(Accommodates 6 to 8 people)</small>
Chairs and how many:			

If services listed below are needed, the event contact person must call the department to make arrangements.

1. **Audio/Visual** – equipment requested directly from the department (Ext. 5270) or avdept@pnc.edu
2. **Refreshments** – requested from Food Services (Ext. 5720) or kpeffers@pnc.edu
3. **Technology Equip. in LSF 002** – includes teleconferencing, Power Point, Internet access, wireless keyboard, etc. Contact Information Services Help Desk (Ext. 5511) or HelpDesk@pnc.edu
4. **Outdoor Set Ups** - contact Grounds & Landscape Manager (Ext. 5286) or staylor@pnc.edu

*** STUDENT ACTIVITIES OFFICE APPROVAL:** _____
Gary Demski, signature required