

# Events Setup Template

**REMINDERS:** The Event Setup Request form is required to be attached to your work request. If your event has technology needs you will need to submit a separate work order. If you have catering needs please reach out to Western Catering.

**NAME OF EVENT:**

**DATE OF EVENT:**

**NUMBER ATTENDING:**

**LOCATION(S):**

**TABLES**

**SPECIFICS:**

**CHAIRS**

**SPECIFICS:**

**CATERERING TABLES**

**SPECIFICS:**

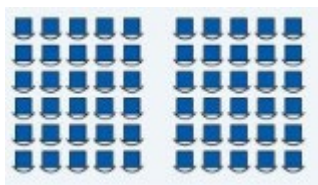
**STAGE(S)**

**SPECIFICS:**

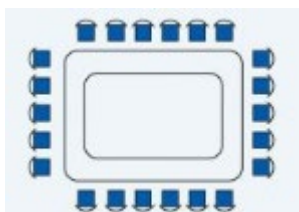
**Indicate front of room in Additional Information section.  
If preferred layout is not below, attach a layout document to the Work Request**

**Select Layout: (Select one)**

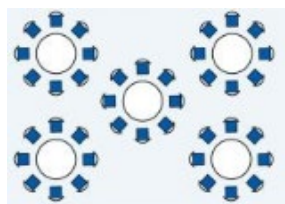
**Lecture**



**Hollow Square**



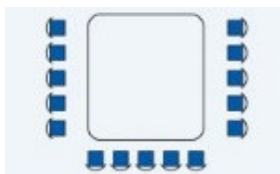
**Banquet Rounds**



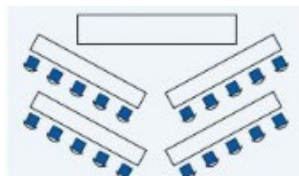
**Classroom**



**U-Shape**



**Herringbone**



**Additional Information:**

*2000 character/spaces limit, continue below if necessary*

*2000 character/space limit*