

Event Name

Event Date

***Please complete the following pages for your location requests.**

*** In addition, please attach a preliminary itinerary/run of show**

Bishop C.L. Henderson Student Center					
Locations include: Multipurpose Room (Front), Multipurpose Room (Back), MPR Pre-Function Area, MPR Stage Green Room/Dressing, Conference Room (231), Lobby (Second Floor), Promenade-Student Center Side					
Day/ Date	Attendance	Location	Set-up style	Load in time	Start – End Time

Thomas Cole Science Center					
Locations include: Boardroom, Exhibition Hall, Aldridge Auditorium, Aldridge Foyer Lecture Hall					
Day/ Date	Attendance	Location	Set-up style	Load in time	Start – End Time

CAU Academic Classrooms					
Locations include: Carl and Mary Ware, Clement Hall, Haven Warren Hall, Knowles Hall, Kresge Hall, McPheters Dennis, Sage-Bacote, Thayer Hall, Wright-Young Hall, Davage Auditorium					
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Epps Gym/ Panther Stadium					
Day/ Date	Attendance	Location	Set-up style	Load in time	Start – End Time

Other					
Locations include: Harkness Quad, Kresge -Holmes Quad, Tanner Turner Quad, Thayer Quad, Trevor Arnett Quad, President's Parking Lot, Dining Hall, Art Museum Atrium					
Day/ Date	Attendance	Location	Set-up style	Load in time	Start – End Time

Common Room Setup Styles

Rounds

Banquet Style

U-Shape

Hollow Square

Theater Style

Classroom Style

Tradeshow/ Exhibition

Open Space
 No chairs or tables you are responsible for setup