

ECU EVENTS PLANNING FORM

Facilities Management (580) 559-5377

Requests must be made at least 48 working hours prior to the event and emailed or turned in to Physical Plant office personnel

Requested By: _____ Phone # _____

Event Name: _____

Date of Event: _____ Time _____ am/pm Set-up date _____ Time am/pm _____

Event Location (please include a description of set-up area and lay-out)

Please mark all that apply

TENT? 20X30 ___ 20X20 ___ 15X15 ___ TABLES/ ROUND HOW MANY? _____ (indoor only)

CHAIRS? HOW MANY? _____ TABLES/ SQUARE HOW MANY? _____

STAGE? SIZE _____ STEPS? _____ RISERS? _____ SIGN LANGUAGE STEP? _____

DIVIDER WALLS OPENED _____ GRILL _____

TRASH CANS/BAGS? _____ HOW MANY? _____ TRASH PICK-UP HELP AFTER EVENT? _____

ELECTRIC HOOK-UP? _____ SOUND SYSTEM? _____ EXTENSION CORDS? _____ HOW MANY? _____


SPECIAL REQUESTS? _____

REQUESTING DEPARTMENT DIRECTOR'S APPROVAL _____

Will not be accepted without signature

Facilities Management Approval _____

If needed please draw a layout of your event so we have an idea of where to place everything.


N

Remote power supply available: East & West sides of McBride, Norris Field West side on N & S ends, Grassy area NW of Elvan George, East of Kerr in grass, and at Main and Francis by Fine Arts Center

***Tent set-ups are dependent upon weather conditions on the day of the event, (wind speeds in particular) because of safety issues. Please call the Physical Plant the afternoon before your event to confirm that we will be able to comply with your tent requests. Thank you.