



Request for Special Event Set-Up

After completing this form, please be sure to select "save as" to save your request.

Next, submit it by email it to gahickman@columbiasc.edu as a file attachment.

Date of Request	
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Date and time of event:	
Event location:	
Event Title:	
Date and time set-up needed by:	
Date and Time Set-up may be removed:	
Event Contact:	
Contact Phone:	
The following set-up is requested: <i>Please note: there is additional text space on the second page for information relating to your event.</i>	

This form must be submitted along with room diagram to Facilities Management at least 2 weeks prior to your event. Please contact Gaby Hickman at x3754 with any questions.

For Office Use Only:	Date Received:	
	Date/Time Set Up Scheduled	



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Please include any additional information or questions relating to your event below.