



Center for Learning and Achievement Maintenance Set-Up Request

Area must be reserved prior to completing this form
Please complete two weeks prior to event

Today's Date: _____

Name of Event: _____

Event Date: _____ Start Time: _____ End Time: _____

Requestor: _____

Requestor Telephone Number: _____

Please attach a diagram with explanation of room requirements, including placement of tables, chairs, podium, etc. to this form.

Institute Area(s) Requested: (No Food Permitted)

- ☐ John McGuckin Institute for Academic Success (20pp)
- ☐ Tim Manganello Institute for Leadership (24pp)
- ☐ Tommy Woycik Institute for Innovation & Entrepreneurship (10pp)
- ☐ Michael Neus Institute for Character & Citizenship (30pp)
- ☐ Brad Simmons Alumni Hall (75pp)

Set Up Needed:

Date: _____

Start Time: _____

End Time: _____

Clean Up Needed:

Date: _____

Start Time: _____

End Time: _____

IT Assistance Needed: _____

Additional Details: _____

Name of staff/faculty member present during event: _____

Approved: _____ **Date:** _____

(Jacqueline Gilmore - Director of Academic Success and Equity)

Distribution:

- Requestor
- Tim Kury
- Chris McCoy
- Jennifer Wagner
- Mary White