

Office of Facilities Services and Campus Planning

EVENT INFORMATION

DATE OF EVENT:

TIME OF EVENT:

NAME OF EVENT:

ROOM REQUESTED:

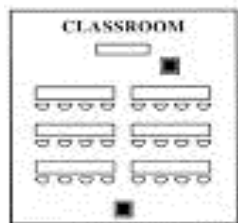
GRADUATE CENTER CONTACT PERSON:

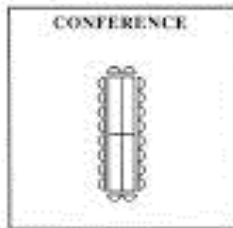
PHONE:

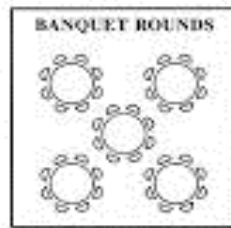
EMAIL:

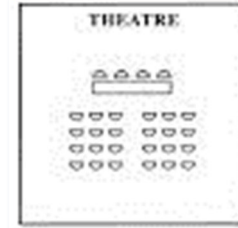
ROOM STYLE

Please one









SETUP DETAILS

Please

TABLES:

HEAD FOOD MATERIALS REGISTRATION

NUMBER OF TABLES:

NUMBER OF ATTENDEES:

NUMBER OF LECTERNS:

NUMBER OF TABLE
TOP LECTERNS:

NUMBER OF COAT RACKS (80 hangers per coat rack):

COMMENTS:

Please Note:

- Please provide a separate sheet with diagram.
- Security should be advised of potential overcrowding, high profile speakers and controversial issues (Ext. 7761).
- Projectors, microphones and other AV equipment are provided by the Audio Visual Department (Ext. 7330).
- Food Service (Ext. 7953).
- Flyers and sign posting is allowed on Digital Signage. Please see link for instructions: <https://www.gc.cuny.edu/About-the-GC/Administrative-Services/Office-of-Communications-and-Marketing/Resources/Digital-Signage-Templates>
- Set ups that are beyond routine will require overtime which will be reimbursed to the college.