

Allegheny

Please return to Festival Operations
 Room 2010, MSC 4201
 568-1715 (phone), 568-2599 (fax)

Event Title: _____

Org / Dept Name: _____

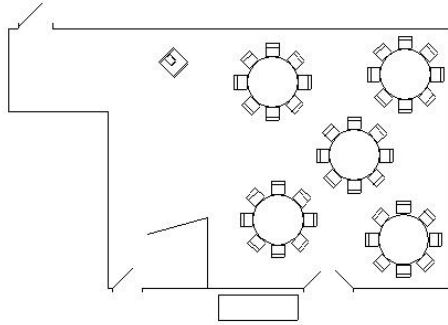
Event Date(s): _____

Event Time: _____ am / pm to _____ am / pm

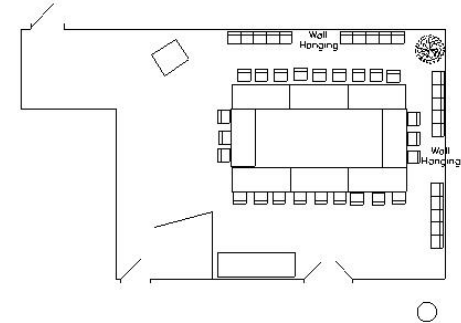
Contact Name: _____

Contact Phone #: _____

Estimated Attendance: _____

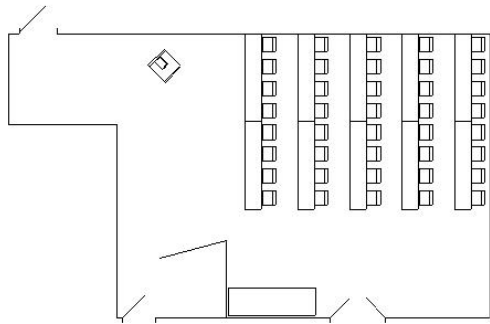


Extra Equipment
 _____ Computer (w/DVD) in the podium
 & ceiling mounted projector
 _____ Flipcharts
 * For Event Service needs call: 568-1715

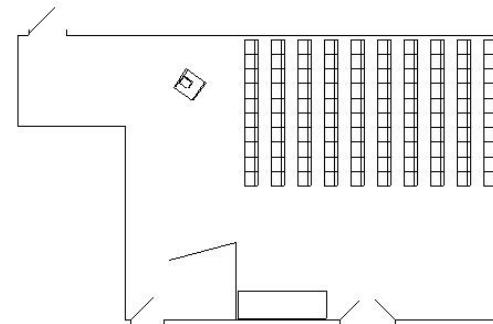


Banquet
 _____ Chairs (max 40)
 _____ Tables 5 ft round (max 5)

Hollow Square
 _____ Chairs (max 24)
 _____ Tables (max 8)



Classroom
 _____ Chairs (max 40)
 _____ Tables (max 10)



Theater
 _____ Chairs (max 80)