

**East Texas Baptist University  
Moves and Set Ups Request Form**

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Requests should be received by the Physical Operations Department 48 hours in advance of event. Please call Physical Operations at ext. 2098 if you have any questions.

Note: Before this form is submitted, reservations for the event facility must be made through the online reservation system (RESS).

Date Form Completed: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Department: \_\_\_\_\_ Account Number: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Time Set Up Needed: \_\_\_\_\_ Time Taken Down: \_\_\_\_\_

Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

**If media equipment and/or personnel are needed, please contact ...**

**INSTRUCTIONS FOR SET UP**

Number of Persons Attending: \_\_\_\_\_ Tables: 6ft.: \_\_\_\_\_ Round: \_\_\_\_\_

Chairs: \_\_\_\_\_ Podium: \_\_\_\_\_ Extra Trash Cans: \_\_\_\_\_

**SPECIAL INSTRUCTIONS/DIAGRAM OF ROOM SET UP**