



Campus Center Atrium Diagram

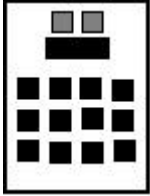
Event Title: _____

Date: _____

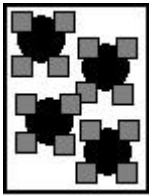
Time: _____

Attach this form to your Student Organization Lobby Table, Meeting Room & Event Request Form **ONLY** if you are requesting the **Atrium** space – your Request Form is incomplete without the requested set-up.

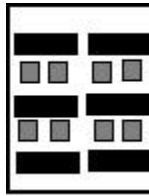
1. Check Off Atrium Set-Ups for your Program



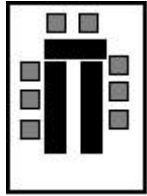
Row Seating



Banquet

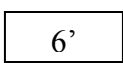


Classroom



U-Style

2. Draw your Set up Using the Diagram Icons



6' Rectangle Table



Chairs



5' Round Table
(seats 5-7 people)



6' Round Table
(seats 8-11 people)



Trashcans



Sound System



Podium

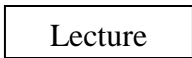


Backdrop

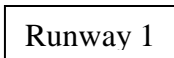


Projector Screen

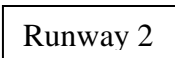
3. Desired Stage Set Up



Lecture



Runway 1



Runway 2

4. Set Up Requirements

Tables - # requested:

6' Rectangle _____ 5' Round _____ 6' Round _____

Chairs- # requested: _____

Podium _____ Tabletop Lectern _____

Stage or Risers _____ – Dimensions required: _____

Coat Racks _____ Easels _____ Stage Backdrop _____

Stage Plants _____ Trash Cans _____ Projector Screen _____

- Special Event Materials (flags, gonfalons, NJIT banner, stage skirting) must be pre-approved by Special Events x3435.
- Contact ITMS for Media needs (laptops, LCD projectors) x3005

Special Set Up Notes – Office Use Only

