



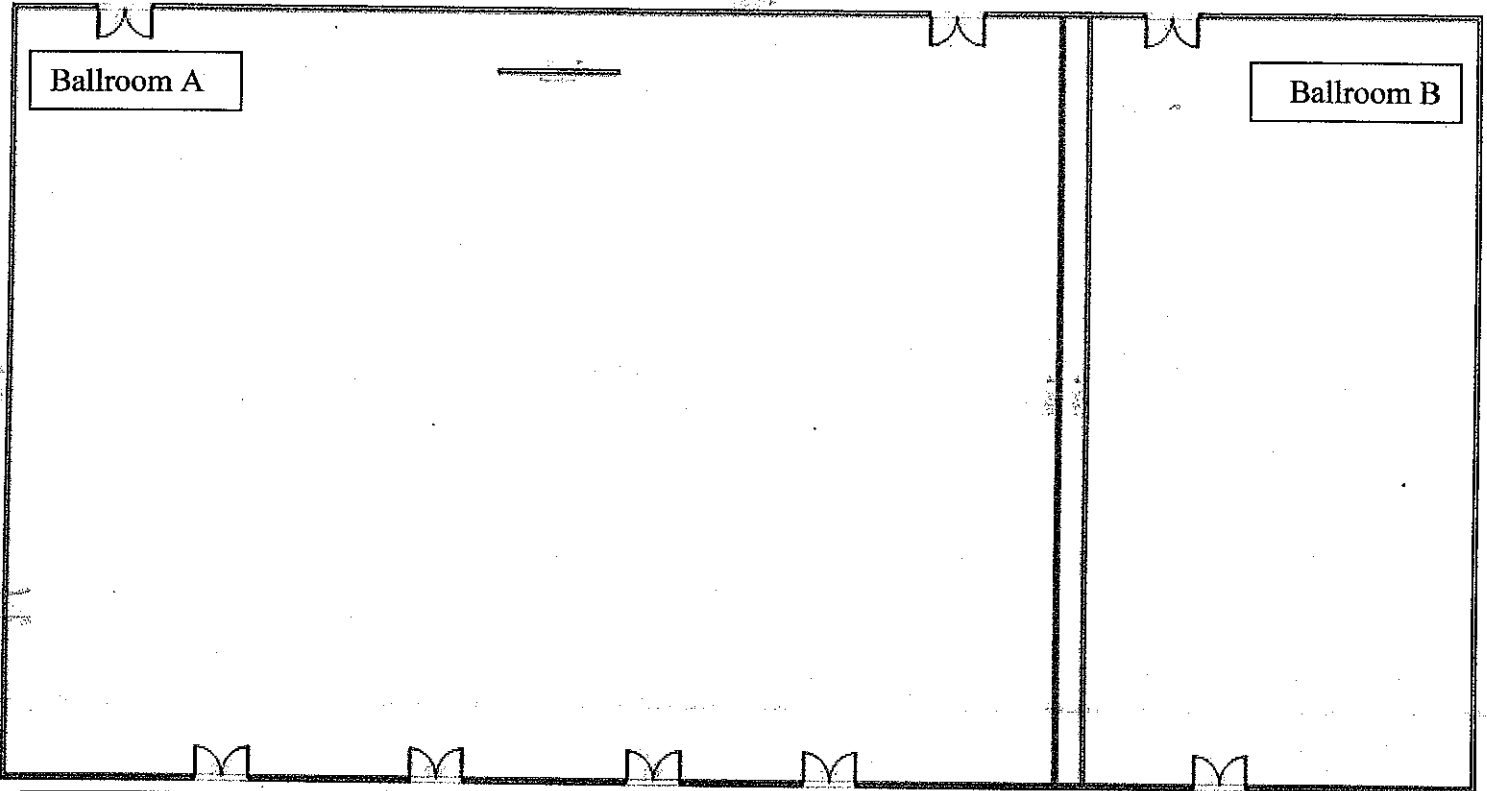
# Campus Center Ballroom Diagram

Event Title: \_\_\_\_\_

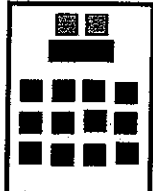



Date: \_\_\_\_\_

Time: \_\_\_\_\_



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



### 1. Check Off Ballroom Set-Ups for your Program

			
Row Seating <input type="checkbox"/>	Banquet <input type="checkbox"/>	Classroom <input type="checkbox"/>	U-Style <input type="checkbox"/>

### 2. Draw your Set up Using the Diagram Icons

6' 6' Rectangle Table       Chairs  
 5' 5' Round Table (seats 5-7 people)       6' 6' Round Table (seats 8-10 people)  
 Trashcans       P Podium  
 Backdrop

### 3. Desired Stage Set Up

Lecture       Runway       Runway

### 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 \_\_\_\_\_  
 Wireless Mic \_\_\_\_\_ Corded Mic \_\_\_\_\_

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

### Special Set Up Notes – Office Use Only