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   Banquet   Classroom   U-Style

2. Draw your Set up Using the Diagram Icons

   6' Rectangle Table
   5' Round Table (seats 5-7 people)
   Trashcans
   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, gonfalon, NJIT banner, stage skirt) must be pre-approved by Special Events x3435.
   • Contact ITMS for Media needs (laptops) x3005

Special Set Up Notes – Office Use Only

06/13