Campus Center Atrium Diagram

Event Title: ___________________________ Date: ___________________________

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
- 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

06/13

Space Below Line
Unavailable for Programming