

EVENT SET-UP REQUEST FORM



This form must be submitted at least 7 days prior to the event date.
Please see instructions on how to fill out this form on Page 2.

SECTION 1: EVENT DETAILS

Event Name: _____ 25 Live Reference No. : _____

External Organization: Yes No If yes, sponsoring department _____

Event Date: _____ Event Location: _____

Event Schedule: Set-up completed by: _____ Begins at: _____ Ends at: _____

Event Contact: _____ Phone: _____ Email: _____

SECTION 2: EQUIPMENT

Please indicate the quantity of each item needed. Please click to see [Event Supply Packet](#).

Chair: _____ Podium: _____ Easel: _____

Table: 6' Rectangle _____ Canopy: _____

8' Rectangle _____ Microphone: _____ Mic Stand: _____

8' Skinnies _____ Stage: Half _____ Full _____

60" Round _____ Portable PA Sound System : Yes No

48" Round _____ Electrical Needs: Yes No

SECTION 3: MSMU SUPPORT SERVICES

Please see Page 2 for more information on additional requests for your event, including:

- Media Services
- Parking & Transportation
- Security
- Catering & Linens
- Signage
- Group WIFI

Please refer to [MSMU Support Services](#) page for contacts and additional services provided.

Please contact University Events at universityevents@msmu.edu for further assistance.

Please type or draw out your set-up instructions here

EVENT SET-UP REQUEST FORM

INSTRUCTION PAGE

SECTION 1: EVENT DETAILS

Enter your basic event details using the same information listed on 25live. The event contact person should be the main point of contact leading up to and on the day of the event.

SECTION 2: EQUIPMENT

To review equipment availability, please refer to our [Event Supply Packet](#). You may type or draw out your set-up instructions in the blank canvas provided on the form.

SECTION 3: MSMU SUPPORT SERVICES

1. Media Services

Please note that some of the items are provided and serviced by Facilities in most locations. If you need media services support or media set up in your event location, go to "Resources" on the 25Live event form to submit the request. You can also contact Media Services directly at mediacenter@msmu.edu.

For reference:

Facilities Provides:

- Microphone (All locations except for Hannon Theater, Campus Center and Rose Hills Auditorium).
- Microphone Stand
- Portable PA Sound System
- Electrical Needs
- Support on any of the equipment

Media Services Provides:

- Microphone (For Hannon Theater, Campus Center and Rose Hills Auditorium only)
- Laptops
- Projector & Monitor
- Conference Room Media Packages
- Support on any of the equipment

2. Parking & Transportation

Please click to see full [Campus Parking Policy](#).

If you are expecting 50 or more external vehicles for your event, you must send an email to permitparking@msmu.edu and cc: universityevents@msmu.edu. The subject line should include "Event Parking Request: Event Date". In this email, please include: event name, date and time, expected guest count, 25Live reference number (you will receive this when your event is approved on 25Live), special requests and a short description of your event. You will receive an email approval from Parking & Transportation. However, please remember to follow up if you do not receive an approval email.

4. Security

If you are expecting 50 or more non-MSMU guests, you must send a security memo to campussecurity@msmu.edu. Subject "Event Security Memo: Event Date". In this memo, please include: event name, date and time, expected headcount, 25Live reference number, parking plans, special requests and a guest list if possible. Campus Security will advise on further steps.

5. Catering

If your event requires catering, click [Bon Appetit Menu & Other Services](#) to submit the official request.

6. Signage

If your event requires signage, click [MSMU Graphics Services](#) to submit the official request.

7. Group WIFI

If your event requires group WIFI access, click [Group Wireless Access Request](#) to submit the official request.

Once your set-up request form is completed, upload it to your 25live event request online. If you are working with multiple support services such as Media Services and Catering, you will also need to send them a copy. Event requestors are encouraged to work directly with Facilities on set-up needs. It is best practice to check on your event set-up at least 2 hours ahead of your event start time to ensure proper set-up.