



# AUGUSTA UNIVERSITY

## Moving Services Special Event Support Request (Table and Chair Setup)

Use this form to request special event support. Please provide drawings and diagrams as necessary. Please submit requests at least 10 days prior to the event. Send requests to [wmc@augusta.edu](mailto:wmc@augusta.edu) or you may visit [augusta.edu/facilities/mrqfrm.php](http://augusta.edu/facilities/mrqfrm.php) to submit a work order request.

Work hours are 7:30-4:30 Monday through Friday. Requests for services outside of regular hours will require overtime funding by your department.

### **Requestor Detail**

Department Name: \_\_\_\_\_ Department Account Code: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

### **Event Detail**

Event Name: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Set-Up: Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Break-Down: Date: \_\_\_\_\_ Time: \_\_\_\_\_

### **Location Detail**

Building Name: \_\_\_\_\_ Building Code/Room #: \_\_\_\_\_  
Address (for off campus events only): \_\_\_\_\_  
Other Location Detail: \_\_\_\_\_

### **Equipment Requested**

Tables Quantity: \_\_\_\_\_  
Chairs Quantity: \_\_\_\_\_

**Additional Detail:** \_\_\_\_\_

Attach file(s) to provide additional layout.