Kitchen and /or Technology Help for Facility Use for the event:_____

Date(s) of Event_____

Type of Event_____

Please list all areas and technology help you will need below. Include a 1/2 hour set up time before your event,
so the tech help person can give you the best technology service for your event.
They may or may not need to be sure that your devices have appropriate attachments and hooks ups with our devices.

If you are a MAC user you may need to bring your own adapter.

**Technology Help requires an assigned tech person at a specific cost rate TBD, and a minimum time
requirement.**   after work hrs. approx.-   (2 hrs. min weekdays, 4 hrs. min weekends)

At what place(s) on campus do you need tech services? And what type of tech service do you need?
_____
_____
_____
_____
_____
_____
_____
_____

MPR/Café additional use information:

Do you require a half stage? _____ or full stage_____?

Will you be using the servery?_____ Please list times of use here_____

Will you be using the kitchen? _____ Kitchen use requires assigned kitchen help at a specific rate TBD

Do you require extra tables? And how many? _____
Where do you want them placed?_____
How do you want the exiting lunch tables ?_____
_____

If a diagram is needed please draw on back side of this form.