

# David B. Haight Alumni Center Pre-Event Guide

## Event Information

**Date of Event:** \_\_\_\_\_

**Time of Event:** \_\_\_\_\_

**Event Location:**

President's Hall  Gardens

**Bride/Groom's Name:** \_\_\_\_\_

**Set Up Time:** \_\_\_\_\_

**Group Arrival Time:** \_\_\_\_\_

Patio

### Description of Event:

Breakfast  Luncheon  Dinner Party

Wedding Ceremony  Reception

Will food be served at the event:  Yes  No

Catered by: \_\_\_\_\_

## Contact Information

Today's Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Contact Email: \_\_\_\_\_

### Room Set Up

Please provide a copy of your room set up to the Alumni Center one month prior to your event.

Tables of 5 6 7 8 (circle one)

Head Table for \_\_\_\_\_

Buffet Tables 2 3 (circle one)

Serpentine Buffet tables

Cake Table (32" round)

Small Square Table (4x4')

Patio Set-up (patio furniture ready for use)

Arbor

Lights on patio pillars

Extra white chairs (\$30 fee)

### Set-Up Details

Easles

Screen & Projector

Screen only

Microphone lapel or hand-held

TV / DVD

Extension cords

Garbage cans

Sound system with CD player

Podium with microphone

Special Instructions / Additional Needs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_