

Janikies Family Innovation Forum

AIC Forum Set-Up Request

Email form to lmcnulty1@bryant.edu and schedule@bryant.edu.
Please submit at least **10 business days** prior to the event

Name of Event:

Contact Person: Email: Extension:

Date of Event: Event Reference Number:

Estimated Attendance: Account Number*:

* Account number is needed for events that have to be set up outside of working hours and/or require custodial coverage based on estimated attendance

Room Set Time: Event Start Time: Event Ends:

Do you need a Podium?
 Yes No
(draw on plan with a "P")

Do you need a stage?
 Yes No
(draw on plan with an "S")

Do you need a registration table?
 Yes No
(draw on plan)
 If yes, how many chairs at registration tables?

Will you be serving food?
 Yes No
 If yes, how many tables will the caterer need?
 (draw on plan)
 Which catering company are you using?

Do you want to hire custodial coverage for your event?
Please note: custodial coverage is recommended for events over 125 people.
 Yes No

Audio Visual Requirements
Please note, it is the responsibility of the event host to contact A/V directly for event setup needs.

Please describe in detail your general set-up and any other facility needs:



Click to clear all entries