

Furniture Request

Lerner Hall Event Management

Alfred Lerner Hall, 2920 Broadway, New York, NY 10027

Event Name:	_____	Event Space:	_____
Event Date:	_____	Event Time:	_____
Recognized Student Group:	_____	CU Account #:	_____
Representative's Name:	_____	Representative's Email:	_____
Representative's Title:	_____	Representative's Phone:	_____
Advising Office:	_____	Advisor's Name:	_____

Equipment will be dropped off at your assigned space.
There is no charge for this service.

Number Requested

Chairs, tables and other items provided in stacks

Cabaret Tables (30")	_____
Round Tables (60")	_____
Rectangular Tables (72" X 30")	_____
Schoolies (72" X 18")	_____
Chairs	_____
Music Stands	_____
Musician Chairs	_____
Trash Cans	_____
Coat Rack(s)	_____
Stanchions	_____
Easels	_____

Room set up requested (150 + people)

Cabaret Tables (30")	_____
Round Tables (60")	_____
Rectangular Tables (72" X 30")	_____
Schoolies (72" X 18")	_____
Chairs	_____
Trash Cans	_____
Coat Rack(s)	_____
Stanchions	_____

Other Items - Setup required

Upright Piano	_____
Portable Room Partition	_____
Portable Stage - Dimensions of stage needed in multiples of 4 (i.e. 12 x 16)	_____

Describe Set Up Needs: _____
