



PCHS STUDENT ORGANIZATION EVENT SETUP REQUEST FORM

PCHS Student Organization Event Setup forms must be submitted at least ten working days prior to the event to the Student Life Coordinator. Please note that form approval may take 2–3 business days; organizations are strongly encouraged not to wait until the final day to submit their request.

CONTACT INFORMATION:

Student Organization: _____

**Student Point of
Contact Name (First and
Last name)** _____

**Pepperdine Email
Address and Student
Phone Number:** _____

EVENT DETAILS

Event Name: _____

Set-Up By (Date): _____

Set-Up By (Time): _____

**Take Down
(Date):** _____

Take Down _____

(Time):

EQUIPMENT REQUESTED

*Please state the **quantity** needed for each item.*

Item

Quantity

8' Folding Tables (seats 8)

6' Folding Tables (seats 6)

60" Round Tables (seats 8)

Folding Chairs

Description of Event Set up:

Student Signature:

Student Life Coordinator Signature:
