

# Lajeunesse

## STUDENT UNION

Box 92780 Lake Charles, LA 70609

Telephone 337-475-5609 Fax 337-475-5608

Name of Group/Club \_\_\_\_\_

Event Planner \_\_\_\_\_

Date(s) Needed \_\_\_\_\_ Start Time \_\_\_\_\_ am/pm Ending Time \_\_\_\_\_ am/pm

Date(s) Needed \_\_\_\_\_ Start Time \_\_\_\_\_ am/pm Ending Time \_\_\_\_\_ am/pm

Name of Event \_\_\_\_\_ Number Attending \_\_\_\_\_

Describe Event \_\_\_\_\_

8' Table =  72" Diameter Round Table =  # of Tables \_\_\_\_\_ Chair = X # of Chairs \_\_\_\_\_ Podium = PD

Please indicate your preference? Blinds Opened For Full View of Walkway \_\_\_ Closed \_\_\_ Only Slats Opened \_\_\_

Using the above symbols provided, please draw desired set up in the box below.

*CUSTODIAL USE ONLY*

Set Up Done By \_\_\_\_\_

Start \_\_\_\_\_ Finish \_\_\_\_\_ Checked By \_\_\_\_\_