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.

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:
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