



LONG BEACH CITY COLLEGE DISTRICT
 4901 E Carson St., Long Beach, CA 90808
 Phone: (562) 938-0119

SETUP REQUEST FORM

****Requests shall be submitted at least 14 days before event date****

Event Name: _____		Event Location: _____	
Department/Organization: _____			
Contact Name: _____		Office Phone #: _____	
Cell Phone #: _____		Email: _____	

SETUP INFORMATION

Setup to be completed on: _____ [EVENT DATE] by: _____ [TIME]

Equipment Request:

of Chairs: _____ # of 6' Tables: _____ # of 8' Tables: _____ # of Canopies: _____

of Stage Panels (4'x8'): _____ # of Round Tables: _____ # of Additional Trash Cans: _____

Use area below for simple set diagrams and descriptions. More detailed and large District setups, please create a site map and enter into 25Live along with the Setup Form (Diagrams of W201, T1200 and G238 can be found in 25Live)

All setup forms shall be entered into 25Live.

For AV requests, please submit a ticket online ticketssystem.lbcc.edu

Additional needs or requests: