

MRU FRONTLINE

EVENT SET UP REQUEST

Currently event set up is administered through Environmental Services. Please email event details and requests to environmentalservices@mtroyal.ca

- **Copy of approved room or space booking (from Scheduling, University Advancement, Recreation, etc) must be included in the email**

Provide the following information:

- Contact Person Details: First and Last Name; phone number; email address
- Name, date and location of event. If multiple days: provide start and end date
- Event start time and end time
- Is additional time required for user group event preparation? If yes, please indicate how much prep time is required (i.e. 30 minutes, 1 hour, etc)
- Will there be food at the event
- Alcohol service is arranged through Event Theatre Services (mrevents@mtroyal.ca)
- Would you require the following:
 - Security
 - Parking barricades or other parking considerations
 - Snow removal or other outdoor arrangements
 - Hanging of banners or signage to be done by Building Operations
 - Special power requirements (indoor extension cords, power bars, plug ins, etc)
- Maximum number of people that will be in attendance at one time
- What would the room configuration be:
 - 30" X 72" banquet tables and chairs
 - Theatre style seating
 - Standing/cocktail tables
 - Classroom style
 - Boardroom style: hollow square or U-shape
 - Trade show/display tables
 - Pods (created by grouping classroom tables together)
 - Square or double table (created by placing 2 rectangle tables together) and chairs
 - Poster display style
 - Round banquet table(s) and chairs
 - Mixed layout (e.g. 50 Theater style with 3 cocktail tables at the back)
 - Bleachers
 - Other – please explain
- Any other additional room requirements (note: limited quantities are available; first come first served):
 - Podium
 - Coat Rack(s)
 - Musician chair(s) (armless)
 - Music stand(s)
 - Catering table(s)
 - Registration table(s) and chair(s)
 - Display / Pamphlet / Handout / Nametag / tent card table(s)
 - Rolling panels / dividers (for posters etc)
 - Stanchions
 - Rolling Chalkboard
 - Sustainable Event Recycling four part bin set(s)
 - Flags - Canada, Alberta, Treaty 7, Metis, Inuit (Nunavut), MRU Blue
 - Choir Risers
 - Cocktail Table(s)
 - Staging