**Venue Set Up Checklist**

**(to be completed with reference to** [**www.universityofgalway.ie/buildings/service-helpdesk/room-events/event-management/**](http://www.universityofgalway.ie/buildings/service-helpdesk/room-events/event-management/)**)**

**Event Details:**

|  |  |
| --- | --- |
| Date(s) of your event:  |  |
| Title of your event  |  |
| Event Controller Contact Name, Phone Number & Email |  |

**Venue(s**) (Please complete the following indicating when set up/set down needs to be completed and event start/finish time)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Venue**  | **Event Set up Date/Time** | **Event Start Date/Time** | **Event End Date/Time**  | **Event Set Down Date/Time**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Set up Requirements: Please clarify number of each item required below and location where these items are required:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Required** | **No.** | **Venue** | **Location/Set up Description** |
| Trestle tables (excluding catering, catering tables are requested below)(dimensions 1.8m x 0.75m) |  |  |  |
| Chairs  |  |  |  |
| Poster Boards |  |  |  |
| Lectern |  |  |  |
| Stage - size required (Sections of 2.44 X 1.83 m available in certain locations only) |  |  |  |
| Directions Stands Internal External |  |  |  |
| Conference Cloths |  |  | **(Please note buildings provide burgundy cloths for trestle tables only - catering tablecloths must be ordered from caterer)** |
| Electrical Requirements: Please confirm if additional power is required giving details |  |  |  |

|  |
| --- |
|  |

**Completed Risk Assessment attached:**  Yes / No

**Catering:** If catering is provided for the event, please complete the following:

|  |  |
| --- | --- |
| Catering Company  |  |
| Contact name, telephone & email |  |

**Please confirm if the following are required for catering:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Required** | **No.** | **Venue** | **Location/Set up** |
| Trestle tables  (dimensions 1.8m x 0.75m) |  |  |  |
| Banquet tables  (6 ft round) Bailey Allen &  Emily Anderson Concert Hall |  |  |  |
| Banquet tables  (4 ft round) Lower Aula only |  |  |  |
| Chairs  |  |  |  |
| Other (please specify) |  |  |  |

**It is the responsibility of the Event Controller to complete this form fully to comply with the University Event Management & Event Safety Policy.**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_