

STAR CAMPUS BREAK DOWN AND SET UP

- When using the conference rooms 111 and 113 there is a reference by the door on how the tables and chairs need to go back after an event, meeting or when used for catering.
- The Atrium has many possibilities for set and break down however at this time please put all chairs back on stacking racks.
- DO NOT BLOCK FIRE EXIT OR FIRE EXTINGUISHER
- If using Podium, Microphone and Screen please leave in current spot-we will lock up after event UNLESS IT'S A WEEKEND-please put the Microphone and any IT equipment in the Podium and push against the wall.
- Put three 5 foot tables (they are usually used for food-bar-extras) in a row in the middle of the atrium with chairs around them; the students use these tables on a regular basis.

- If tables are delivered by a rental company and they are not picking up until the next day please break down the tables and put them aside. On a normal working day we can put in our storage closet-IF IT'S A WEEKEND, please stack and put in an inconspicuous area. i.e. -alcove under stairway.

YOUR PARTICIPATION IN THIS WILL HELP THE COLLEGE OF HEALTH SCIENCES REMAIN IN A CLEAN, ORGANIZED AND BEAUTIFUL MANNER.

THANK YOU,
EVENT STAFF