

**Setups**

Please include all setup details – such as tables, chairs, AV equipment, artist requirements, and billing information – with event request submittal. For complex or technical setups, or events in larger rooms, plan on meeting with the reservations and event planning team several weeks in advance, with all details finalized at least five (5) business/class days in advance. Late changes may not be accepted and could result in extra fees or loss of your reserved space. All setups must follow Fire and Life Safety Code (see Addendum 1).