



NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY
AND LEAVELL COLLEGE

Event Form (set up)

Please Note: All events must be approved through the Conference & Events Office and all set up requests must be submitted a minimum of 2 weeks prior to your event.

EVENT DETAILS

Event Name: _____

Event Date(s): _____

Event Duration: _____
Start Time End Time

Event Location: _____

Expected Attendance: _____

Event Description: _____

Event Host/Department: _____

Contact Name: _____

Contact Phone Number: _____

Contact Email: _____

SET UP

Set Up Date: _____ **Set Up Time:** _____

Tables: _____ **Chairs:** _____ **Garbage Receptacles:** _____

Description:

Diagram Provided? Yes/No

Form Submitted By: _____