



LONG BEACH CITY COLLEGE DISTRICT

4901 E Carson St, G-1 | Long Beach, CA 90808

Phone: (562) 938-4019

SET-UP REQUEST FORM

****Requests shall be submitted at least 14 days before event date****

EVENT INFORMATION

Event Name: _____ Event Location: _____

Department/Organization: _____

Contact Name: _____ Office Phone #: _____

Cell Phone #: _____ Email: _____

SET-UP INFORMATION

Set-up to be completed on: _____ [EVENT DATE] by: _____ [TIME]

Equipment Request:

of Chairs: _____ # of 6' Tables: _____ # of 8' Tables: _____ # of Canopies: _____

of Stage Panels (4'x8'): _____ # of Round Tables: _____ # of Additional Trash Cans: _____

Use area below for simple set-up diagrams and descriptions. More detailed and larger District setups, please create a site map and enter into 25Live along with the Set-Up Form. (Diagrams of W-201, T-1200 and GG-238 can be found in 25Live)

All set-up forms shall be entered into 25Live.

For AV requests, please submit a ticket online @ ticketsystem.lbcc.edu

Additional needs or requests: