

Contact/Responsible Party Name:



Phone Number:

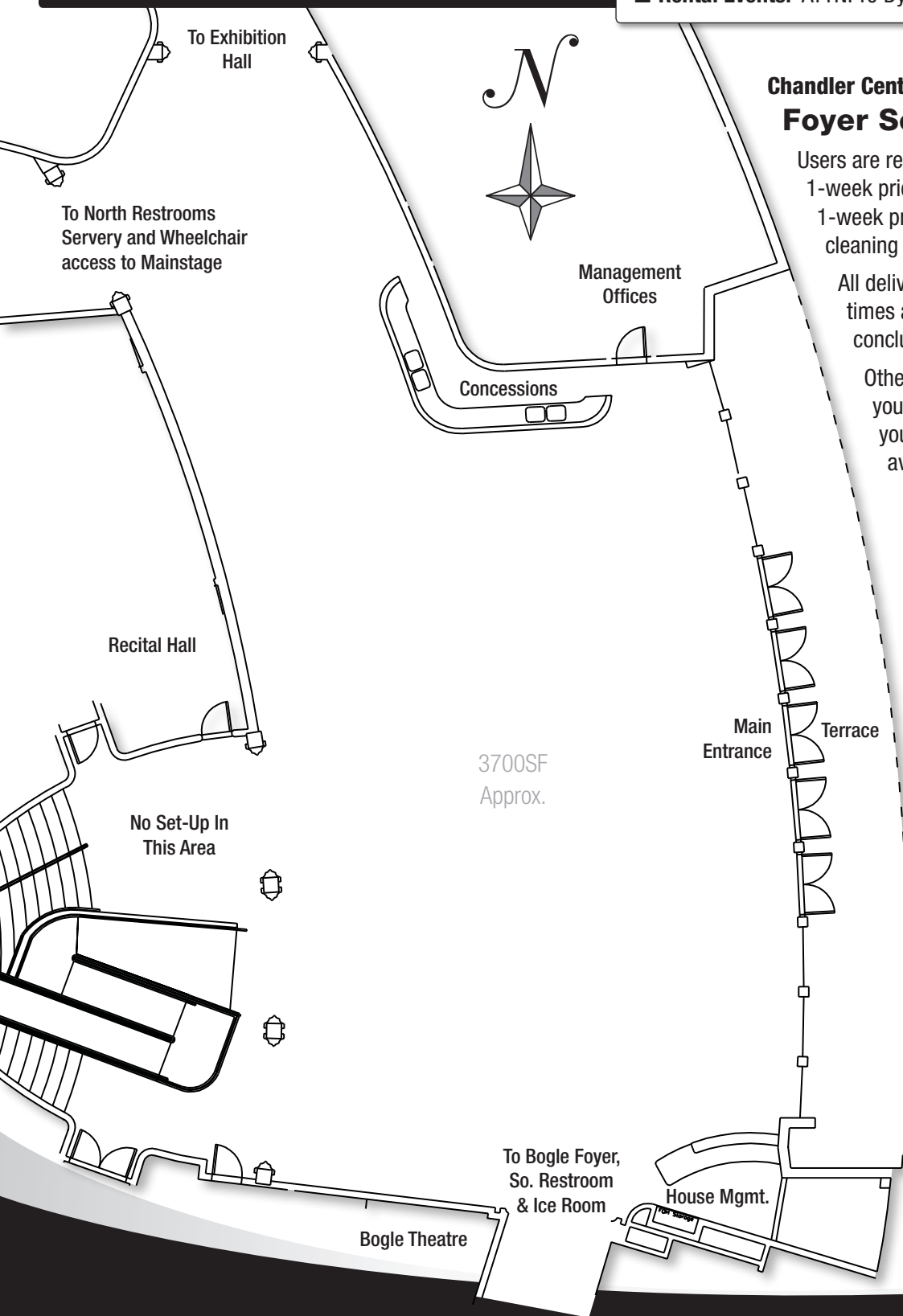
E-mail:

Event Name & Date:

**Fax completed set-up plan to:
480.782.2684**

Please check ONE:

- School Events:** ATTN: Jimmie Byrd or Jimmie.Byrd@chandleraz.gov
- Rental Events:** ATTN: TJ Dyer or TJ.Dyer@chandleraz.gov



**Chandler Center for the Arts:
Foyer Set-up Plan**

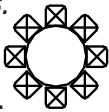
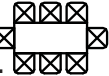


Users are required to provide a completed plan 1-week prior to event. If a plan is not received 1-week prior, user is responsible for all set-up, cleaning and restoration.

All deliveries must occur within the scheduled times and all items should be removed at the conclusion of the event.

Other events may occur concurrent with your event. Only the spaces confirmed on your approved request form or contract are available.

Equipment Inventory

All equipment is subject to change and availability. Please use map on left to illustrate your needs.

- **22** – 60" Round Tables seats 8 
- **28** – 6' Banquet Tables seats 8 
- **100** – Chairs 
- **10** – 24" Hi-Top Tables 

Check below if needed:

- **1** – Lectern w/Microphone
- **1** – Wireless Hand Held Mic
- **1** – 6' x 6' Screen
- **1** – 9' x 12' RP Screen