



STAGE REQUEST

Today's Date _____

Name of Organization/Department _____

Contact person's name _____

Contact person's phone number _____

Reservation for outdoor activity? Yes No

Event/Location _____

Date/Time of event _____

Date of stage set-up _____ Stage breakdown _____

Power Requirements _____

Outdoor Stage:

Size needed for outdoor stage:

_____ Standard (16x20) _____ X-Large Stage (16x40)*

*If X-Large Stage is needed, please explain why:

Indoor Stage:

Size needed for indoor stage: (Not actual stage, platform)

_____ Indoor (panels are 4x8)—please specify size _____

Steps: Please circle one: 1 set 2 sets

Location of steps _____

Signature

Date

Please print this form and return to Physical Plant (General Services Building 207) or email to wecare@truman.edu.