

SET-UP FORM FOR EVENTS AT PBC, CUPERTINO

YOUR NAME
PHONE #
E-MAIL:
EVENT:
DATE OF EVENT:
TIME OF EVENT:

Room #

MAP/DIAGRAM OF SET-UP (If the event includes serving food, consider set-up with 2 serving lines)

SUPPLIES NEEDED:

COFFEE, TEA, WATER? _____

HOW MANY PEOPLE? _____

TABLES/CHAIRS/TABLE CLOTHS/COLOR

EQUIPMENT NEEDED:

PLEASE SPECIFY

If you need **CHILDCARE**, please contact: **LISA HARMON** (408.730.1716) or childcare@pbcc.org

Contact facilities staff (408.419.1977) immediately regarding any breakage or stains you cannot repair.

RETURN SET-UP FORM TO PBCC OFFICE 10 DAYS BEFORE EVENT

10601 N. Blaney Ave, Cupertino, Ca 95014 408.366.6690