

# WAREHOUSE TABLE AND CHAIR REQUEST FORM

*Please email completed form (2pgs) to Perfecto Ochoa/James Parks*

**THE CAMPUS WILL BE RESPONSIBLE FOR REPLACING ANY ITEM NOT RETURNED OR  
RETURNED DAMAGED TO THE WAREHOUSE**

Today's Date: \_\_\_\_\_ Campus of Event \_\_\_\_\_

Person Requesting Tables/Chairs: \_\_\_\_\_

Principal Approval: \_\_\_\_\_

Day of Event: \_\_\_\_\_ Event: \_\_\_\_\_

Number of Tables (**80 max**): \_\_\_\_\_

Number of Chairs (**200 max**): \_\_\_\_\_

Date required: \_\_\_\_\_ Date of removal: \_\_\_\_\_

**\*\*\*TABLES/CHAIRS MUST BE PLACED ON RACKS FOR REMOVAL IN THE MANNER THEY  
WERE ORIGINALLY REC'D UPON DELIVERY\*\*\***

## WAREHOUSE USE ONLY

**Table Delivery:**

1	11	21	31	41	51	61	71	81	91	101	111	121	131
2	12	22	32	42	52	62	72	82	92	102	112	122	132
3	13	23	33	43	53	63	73	83	93	103	113	123	133
4	14	24	34	44	54	64	74	84	94	104	114	124	134
5	15	25	35	45	55	65	75	85	95	105	115	125	135
6	16	26	36	46	56	66	76	86	96	106	116	126	136
7	17	27	37	47	57	67	77	87	97	107	117	127	137
8	18	28	38	48	58	68	78	88	98	108	118	128	138
9	19	29	39	49	59	69	79	89	99	109	119	129	139
10	20	30	40	50	60	70	80	90	100	110	120	130	140

Table trucks: \_\_\_\_\_ Table straps: \_\_\_\_\_

Tables delivered by: \_\_\_\_\_ Date: \_\_\_\_\_

Tables received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Tables Returned:**

1	11	21	31	41	51	61	71	81	91	101	111	121	131
2	12	22	32	42	52	62	72	82	92	102	112	122	132
3	13	23	33	43	53	63	73	83	93	103	113	123	133
4	14	24	34	44	54	64	74	84	94	104	114	124	134
5	15	25	35	45	55	65	75	85	95	105	115	125	135
6	16	26	36	46	56	66	76	86	96	106	116	126	136
7	17	27	37	47	57	67	77	87	97	107	117	127	137
8	18	28	38	48	58	68	78	88	98	108	118	128	138
9	19	29	39	49	59	69	79	89	99	109	119	129	139
10	20	30	40	50	60	70	80	90	100	110	120	130	140

Table trucks returned: \_\_\_\_\_ Table straps returned: \_\_\_\_\_

Tables picked up by: \_\_\_\_\_ Date: \_\_\_\_\_

Tables returned by: \_\_\_\_\_ Date: \_\_\_\_\_

**Chair Delivery:**

Chairs delivered: \_\_\_\_\_ Chair trucks: \_\_\_\_\_

Chairs delivered by: \_\_\_\_\_ Date: \_\_\_\_\_

Chairs received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Chair Return:**

Chairs returned: \_\_\_\_\_ Chair trucks returned: \_\_\_\_\_

Chairs picked up by: \_\_\_\_\_ Date: \_\_\_\_\_

Chairs returned by: \_\_\_\_\_ Date: \_\_\_\_\_