

WAREHOUSE TABLE AND CHAIR REQUEST FORM

Please email completed form (2pgs) to 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: _____