Kappa Kappa Psi Set Up Request Form

As a Chapter, we receive many requests for our services throughout the Hayes School of Music. We are happy to accommodate any requests we receive with ample notice.

It is our desire to create a more efficient way to provide our assistance with any extra events (outside of our regular set ups and tear downs) the Faculty and Staff at Appalachian State University may need us for.

All Set Up requests must be **submitted at least five business days prior** to the event! Please submit your completed form by email to our Vice President, Erin Ingram. All requests that do not meet this time frame will not be given priority.

Please fill out the following information below.

Faculty Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ensemble (group or event) Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of Set Up:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Chairs Needed (per row - be specific)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Stands Needed (per row - be specific)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please comment below of any additional materials you need for your set up:

Kappa Kappa Psi is limited to what we can provide due to policies, procedures, limited personnel and time constraints. If you have questions please contact our Vice-President Erin Ingram at ingramel@appstate.edu.