

# Saywell Atrium Setup


**Club/DSU Name:**

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**Setup Time:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Event Start:**

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**On-Site Contact:**

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**Event End:**

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**Contact Phone:**

\_\_\_\_\_

**Reset Time:**

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**Notes:**

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\*please note that you cannot request speakers or microphones due to noise\*