



Office of Campus Recreation  
092 Student Union  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001  
(937) 775-5505  
[aquatics@wright.edu](mailto:aquatics@wright.edu)  
[www.wright.edu/crec](http://www.wright.edu/crec)

## MEET SET-UP FORM

**Team/Organization:**

**Event Date(s):**

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### CLIENT INFORMATION

**Name:**

**Address:**

**Phone:**

**Email:**

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### EVENT INFORMATION

**Event Type:** Swimming Meet      Diving Meet      Swimming and Diving

**Warm-up Start Time(s):**

**Meet End Time(s):**

**Number of Teams:**

**Timing Style:** Hand Timing      Electronic Timing (If selected, see "Other Services")

**Equipment Request:** Horn-Starter System      Lap Counters      Microphone Sound System

**Set-Up Notes:**

**Will you need a table for admission and/or programs?**      No      Yes

**Would you like a concession stand to be provided?**      No      Yes (If so, see **Food Restrictions** on pg. 2)

**Would you like to offer a Hospitality Room for coaches/officials?**      No      Yes (If so, see **Food Restrictions** on pg. 2)

Hospitality Contact:

Phone:

Email:

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### OTHER SERVICES

**WSU Catering Services:** For information/pricing visit: [www.wrightstatedining.com](http://www.wrightstatedining.com)  
To order call (937) 775-5512

**Electronic Timing:** (Service not available from WSU)  
For information/booking contact Patrick Cassidy: Phone: 513-897-3457  
Email: [patrick.cassidy@mac.com](mailto:patrick.cassidy@mac.com)

# Food Restrictions

## **Concession Stand:**

External clients are NOT eligible to sell concession at Wright State University. If you wish for a concession stand to be made available at your meet, please check the appropriate box on the previous page. All concession stand proceeds will benefit The WSU Student Union, Student Employee Scholarship Fund or a WSU Sports Club.

***I have read and agree to comply with the concession stand restriction.***

***Initials:***

## **Hospitality Room:**

I understand that I must order food through WSU's Catering Services. No external catering or food brought from home is permitted.

I understand that this regulation MUST be followed otherwise future use of Wright State's facility may be denied.

***I have read and agree to comply with the Hospitality Room food restriction.***

***Initials:***

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## SAMPLE SET-UP STYLES

Below you will find typical set-up styles for various types of meets. Concession stand, Hospitality Room, and an admission/programs table will be provided according to your request on the previous page. If deck space permits, one table per team will be provided for coaches. We will do our best to accommodate requests and fulfill as many specific requests as possible. Please list any specific requests in the set-up notes section on the previous page.

