



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

MEET SET-UP FORM

Team/Organization:

Event Date(s):

CLIENT INFORMATION

Name:

Address:

Phone:

Email:

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:

OTHER SERVICES

WSU Catering Services: For information/pricing visit: 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

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:

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.

