

**Resnick Student Union Groundbreaking
Thursday, February 20, 2020**



Items needed for event:

1. Parking Lot P31 must be closed Feb. 19 -20
2. Large fence will need to be opened for stage to be assembled on the dirt area of the site. Fence is to remain open until the after Groundbreaking is complete (fence is to not be part of the backdrop)
3. 8'x12' Stage to be assembled on dirt site for event (see section in blue)
4. Large tent will be set over the stage (see section in blue)
5. Large tent will be assembled (see section in yellow) for guests. The following items will be placed inside of this tent.
 - a. 200 chairs for guests
 - b. Catering tables for food and beverages
 - c. Press platform for any media who will be covering the event
6. VIP parking will be permitted (see section in green) for donors and elected officials.

Notes:

1. Estimated attendance: 400-500 guests
2. Media Solutions, Inc. will handle the following:
 - a. Assembly of stage and media platform
 - b. Management of sound
 - c. Supply generator for any power needed
 - d. Podium