**Graduation Show Space Request Form**

***Please email this form to Mike McCaffrey by May 1st***

Email: [mcaffrey@ku.edu](mailto:mcaffrey@ku.edu)

Subject Line: Graduation Show Labels and Display

***Label Info***

1. Label Information

Name:

Media:

Size:

Year:

1. Label Information

Name:

Media:

Size:

Year:

1. Label Information

Name:

Media:

Size:

Year:

Display Information

Where your work will be installed (highlight and/or fill-in)

Wall:

Pedestal:

Size:

Floor:

Size:

Display case:

Size:

Monitor:

Size:

Projector:

Size:

Performance space:

Size:

If you need a monitor, computer, or projector please provide detailed descriptions below of what type of monitor, audio equipment, projector (including light and size requests) and hardware required. Please make arrangements with Expanded Media or your area to secure the proper equipment.

Needs:

If you wish to do a performance, please describe the performance is detail, including space requirements, objects/installation needs, and audience participation parameters.

Needs: