# UTD EVENTS

## EQUIPMENT INVENTORY

<table>
<thead>
<tr>
<th>Item</th>
<th>Spec</th>
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| **60” Round Table**          | - Size: 60” round x 30” tall  
- Color: Grey  
- Floor length linen size needed: 120” round  
- Capacity: Seats 8 comfortably, can seat 10 chairs for a tighter fit  
- Inventory Quantity: 128 |
| **6ft Rectangular Table**    | - Size: 6’ wide x 30” deep x 30” tall  
- Color: Grey  
- Floor length linen size needed: 90” x 132”  
- Capacity: Seats 2 chairs across comfortably, 3 for a tight fit  
- Use: Commonly used for registration tables  
- Inventory Quantity: 125 |
| **6ft Classroom Table**      | - Size: 6’ wide x 18” deep x 30” tall  
- Color: Grey  
- Floor length linen size needed: 72” x 120”  
- Capacity: Seats 2 chairs across comfortably, 3 for a tight fit  
- Use: Commonly used for classroom style seating  
- Inventory Quantity: 88 |
| **Mighty Lite Grey Folding Chair** | - Color: Grey  
- Inventory Quantity: 700  
- Preferred to be used inside only |
### Palmer Tan Folding Chair

- **Color**: Tan  
- **Inventory Quantity**: 200  
- May be used inside or outside

### Cocktail Tables

- **Size**: 36” round  
- **Height**: 2 options available  
  - Low: 30” tall  
  - Tall: 42” tall  
- **Color**: Grey  
- **Floor length linen size needed**:  
  - Low: 90” round drape / 108” round sashed  
  - Tall: 120” round drape / 132” round sashed  
- **Use**: Commonly used for cocktail-style seating  
- **Inventory Quantity**: You may only reserve 10 tables at a time

*Approval from the University Events team required. Please submit the [cocktail table reservation form](#) to reserve.*

### Staging

- **Inventory quantity**: (4) 6’ x 8’ x 16” tall stage pieces  
- **Steps**: (1) without railing / (1) with railing  
- **Black skirting**: available with each stage piece to go around front of stage  
- **Stage Surface**:  
  - Grey carpet for indoor use  
  - Black surface for outdoor use

*Approval from the University Events team required. Please submit the [staging reservation form](#) to reserve.*

### Curb Ramp

- **Inventory quantity**: 1  
- **Size**: 48” x 36”  
- **Weight Capacity**: 5,300 lb  
- **Use**: To create wheelchair accessible curbs

*Approval from the University Events team required. To reserve, email [presstage@utdallas.edu](mailto:presstage@utdallas.edu) with event dates and location.*