

Event Services - Event Reservation Request

Please complete and fax this form to Event Services at x2211. No event is officially approved or calendar reservation made until an official Confirmation is generated by Event Services and received by the person completing this form.

Requestor's Name: _____

Phone: _____

For Office Use Only

Sponsoring Department: _____

Fax: _____

Today's Date: _____

E-mail: _____

Time: _____

MS #: _____

Taken by: _____

Event Title: _____

Date(s) Requested: _____

Inclement Weather Date? _____

Actual Event Time:

Start: _____ am
End : _____ pm

Total Reservation Time :

Start: _____ am
End : _____ pm

Location(s) Requested: _____ Estimated Attendance: _____

If outside, inclement weather site: _____

Food: None Approved Caterer _____

Sodexho x 5858 Own Food

*****Food provider is responsible for clean-up.*****

Set Up: Please indicate the requested physical set-up (ex. round tables, seated lecture style, etc...)

Technical Information: Please circle any technical element that may apply:

Podium/Mic	VHS / DVD (please circle one)	Evergreen Card Reader
PowerPoint Presentation	Data Projector	Account # _____
Need a computer to run presentation? YES / NO	Overhead Projector	Videotape Event
Source (please circle one) disk / CD / saved to network / zip disk / own laptop	Screen	Other _____

Are classes required to attend?	Is the event ticketed?	Expecting off-campus guests?	Is there a contract/rider?	Publicity / Notification:
YES	YES	YES	YES - please fax to x2211	
NO	NO	NO	NO	

I, the undersigned, understand that I am responsible for all aspects of this activity, including restitution for any damage done as a result of this event. I understand the general procedures for the conduct of College social events as well as the policies specific to the facility to be used and agree to comply.

SIGNATURES REQUIRED:

Student Name _____ Signature _____

Club Advisor/College Rep. Responsible _____ Signature _____

Sponsoring Dept. Rep. (if different from above) _____ Signature _____

Received in Sponsoring Dept. office _____ Faxed to Event Services _____ Confirmation Received _____