

# Event Reservation Form Faculty, Staff & Students

OFFICE USE ONLY	
__ Calendar	Work Order # _____
__ Security	Tech Name _____
Expense #: _____	

Today's Date \_\_\_\_\_

Room/Space Requested \_\_\_\_\_ Date of Event \_\_\_\_\_

Time of Event: From \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Day of the week \_\_\_\_\_

Title of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Name of Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email \_\_\_\_\_ Group/Club/Department \_\_\_\_\_

## Notes and Room Set up Instructions

**Room Arrangement**

As is

Banquet

Classroom w/tables

Lecture/Theatre style

Reception

Other- **please illustrate**

**PROJECTED ATTENDANCE:**

\_\_\_\_\_

**Equipment Needed**

None

Tables # \_\_\_\_\_ rectangular  
# \_\_\_\_\_ round

Cloths \_\_\_\_\_

Chairs # \_\_\_\_\_

Podium \_\_\_\_\_

Small PA system. \_\_\_\_\_

Screen \_\_\_\_\_

LCD Proj. \_\_\_\_\_

Laptop \_\_\_\_\_

Display Easel \_\_\_\_\_

Orchestra Shells - # \_\_\_\_\_

Risers – 3 step \_\_\_\_\_ 4 step \_\_\_\_\_

Music Stands # \_\_\_\_\_

Band risers \_\_\_\_\_

Piano \_\_\_\_\_

Trash Cans # \_\_\_\_\_

Mace Holder \_\_\_\_\_

Requests will be confirmed via entry to Google Room Schedule Calendar. Contact C&E if you would like to have access to this calendar.

**Contact the Conferences and Events Office at ext. 5379.**  
**1st Floor Main Building, Room 119**

**Technical Assistance – not all services are available in all spaces**

Stage Lights

Music

Instrument amplification

Power Point

Voice amplification

Video playback

Finch Chapel, Mane Stage and Huggins Performance Center, light and/or sound assistance is required at a cost of \$15.00 per hour per technician.

**Catering Needed?**

Yes  No

**CONTACT SODEXO  
XT 5255**