

Event Reservation Form – Campus Guests

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 (_____) _____ - _____

Contact Email: _____

Mailing Address _____

Today's Date _____ Group/Organization/Company _____

Room Layout & Notes:

Room Arrangement

- Lecture/Theatre style
- Banquet
- Reception
- Classroom style
- As is
- Circle of chairs
- Other- please illustrate

Projected Attendance

- Security is required for any event with an expected attendance of 100 or more, at a cost of \$40.00 per hour per officer, 2 hour minimum.

Catering Needed

Yes No

- All food service on campus must be provided by Sodexo. To arrange for catering, please call (336) 272-7102 ext. 255.

Technical Assistance

Yes No
Lights Sound

- In **Finch Chapel** and **Huggins Performance Center**, light and sound assistance is required. You will receive an estimate with your contract.

Equipment Needed

Yes No

Tables # _____ rec. # _____ round

Skirts _____

Cloths _____

Chairs _____

Podium _____

PA System/Mic. _____

Screen _____

LCD Proj. _____

Flip Chart _____

Easel _____

Orchestra Shells _____

Risers _____

Music Stands _____

Other _____

Amount of set up time needed: _____

Please return to: **Greensboro College**
Office of Conference and Events
815 W Market Street
Greensboro, NC 27401

- Room rental fees, equipment rental fees, cleaning/ set up fees, technical assistance and security fees will be included on the Settlement Form you will receive with your contract.
- Contact the Conferences and Events Office with questions at 272-7102 ext. 379.

OFFICE USE ONLY

_____ Calendar _____ Work Order WO # _____

_____ Security Tech Name _____

of Guards _____ Tech in house _____ Outside Tech _____