

Event Reservation Form Faculty, Staff & Students

OFFICE USE ONLY

___ Calendar Work Order # _____

___ Security Tech Name _____

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

_____ bar rounds

Chairs # _____

Cloths # _____

Small amp/mic. _____

Screen _____

LCD Proj. _____

Podium _____

Orchestra Shells - # _____

Risers – 3 step _____ 4 step _____

Music Stands # _____

Band risers _____

Piano _____

Trash Cans # _____

Mace Holder _____

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.

CONFIRMATION

Requests will be confirmed via entry to
Google Room Schedule Calendar.

If you would like to have access to this
calendar - Contact the Conferences and
Events Office at ext. 5379.
1st Floor Main Building, Room 120

Catering Needed?

Yes ☐ No ☐

CONTACT CHARTWELLS
XT 5311