

STUDENT ACTIVITIES  
**EVENT REQUEST FORM**

ALL paperwork is due completed and correct FIVE WEEKS before your event.

Club Name \_\_\_\_\_

Student Contact \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Day & Date Requested \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Location Requested \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

COD Calendar Listing (up to 30 characters) \_\_\_\_\_

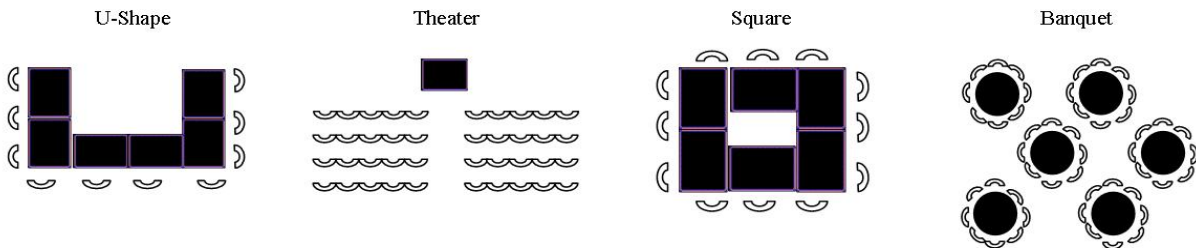
Description of Event \_\_\_\_\_

**LIBRARY ITEMS**

Your advisor may reserve a podium w/ microphone, DVD/VHS player, projector, flipcharts and overhead through the library (ext. 2126) if needed.

**ROOM SET-UP**

Circle set-up style.



Special set-up request: \_\_\_\_\_

***Please check the appropriate boxes and complete corresponding information***

**CONTRACTS** *(list any contracts needed)*

\_\_\_\_\_

\_\_\_\_\_

**REQUISITIONS** *(list any requisitions needed)*

\_\_\_\_\_

\_\_\_\_\_

**STAGE** *(refer to pricing sheet in club resource room)*

3 ft high stage (4'X8' units) \_\_\_\_\_ wide by \_\_\_\_\_ deep

1 ft high stage (6'X8' units) \_\_\_\_\_ wide by \_\_\_\_\_ deep

setup by \_\_\_\_\_ takedown at \_\_\_\_\_

additional information \_\_\_\_\_

- SOUND SYSTEM** (*refer to pricing sheet in club resource room*)
  - microphones: \_\_\_\_\_handheld \_\_\_\_\_wireless \_\_\_\_\_clip-on
  - additional information \_\_\_\_\_
- DANCE FLOOR** (*students must be trained for dance floor set-up & takedown*)
  - Student In Charge Of Setup \_\_\_\_\_
  - Phone \_\_\_\_\_ Email \_\_\_\_\_
- ADMISSION CHARGE** \$ \_\_\_\_\_
  - Tickets available at the door (cash box requisition required)
  - Tickets available in advance thru Student Activities Office
  - Tickets available in advance thru club
  - Student in charge of ticket sales \_\_\_\_\_
  - Phone \_\_\_\_\_ Email \_\_\_\_\_
- SERVING FOOD**
  - Catering from Cafeteria  Panera
  - Restaurant #2 tba  Restaurant #3 tba
  - Restaurant #4 tba
  - Other \_\_\_\_\_

*(Choosing a restaurant other than one listed above requires getting a food waiver which is a long, involved process and typically can take up to an **additional** four weeks.)*

**STUDENT CONTACT: I HAVE READ AND UNDERSTAND THE FOLLOWING**

- For events, **all** paperwork must be turned in completely five weeks prior to event or the reservation will be cancelled.
- No advertising or ticket selling is to be done until all the paperwork has been **approved** by your Student Activities Club Liaison. Campus Posting must go through the Student Activities Office. You may post directional signs on the day of the event, but you **MUST ALSO REMOVE THEM** following the event. **ONLY MASKING TAPE** may be used to attach directional signs to walls. No directional signs may be posted on glass doors.
- No additional requests will be approved within five weeks of this event.

\_\_\_\_\_  
Student Contact \_\_\_\_\_  
Date

**CLUB ADVISOR: I HAVE READ AND UNDERSTAND THE FOLLOWING**

- I will reserve the necessary equipment through the library.
- I will be in attendance from set-up through clean-up and assure that college procedures are followed.

\_\_\_\_\_  
Club Advisor \_\_\_\_\_  
Date

**APPROVED BY:**

\_\_\_\_\_  
Club Liaison \_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received (date/time stamp here) Received By (initials)