*Remember: Each separate event/program/meeting needs a separate form. The only difference would be something like chapter meetings that meet at the same time on the same day of the week. In this case, be specific about the dates when the group will be meeting. Example: Every Sunday of the Fall semester except (and then provide appropriate dates).*

For what date is room/space requested?

Event’s Actual Starting Time: \_\_\_\_

Event’s Ending Time: \_\_\_\_

Amount of extra time needed for set-up: \_\_\_\_

Amount of extra time needed for clean-up: \_\_\_\_

1st choice of where to hold event (Building & room): \_\_\_

2nd choice of where to hold event (Building & room): \_\_\_

3rd choice of where to hold event (Building & room): \_\_\_

Anticipated Attendance at Event: \_\_\_

Remember: When tabling attendance is limited to 2 (people tabling) on this form.

Event Name (Be specific): \_\_\_

Event Type (Meeting, Social/Party, Special Event, Workshop): \_\_\_

Department/Organization: \_\_\_

Primary Contact (Name in full): \_\_\_

Their Phone Number: \_\_\_

Their E-Mail Address: \_\_\_

Do you want this event displayed on MRD Calendar - which means event is open to the public/campus? (Yes or No)

Do you want to submit this event to the Featured Events Calendar? (Yes or No)

Catering Desired? (Yes or No - if Yes, contact the ASC Catering Office at 753-4626)

Taste to Go Desired? (Yes or No - if Yes, contact the ASC Catering Office at 753-4626)

Technology Equipment Needed (Projectors, screens, speakers, microphones, etc.): \_\_\_

Any event specific needs (no carpet, no windows to hallway, etc.)? If yes, explain why: \_\_\_

Room set up specifics; Unless a specific set up is requested, room will be either empty or ‘as is’.  
 How many tables? Certain shape? How set up in space – lecture style, conference, other?

How many chairs?

Has Late Night/Chaperone Form been completed and submitted (if needed)? \_\_\_

Has Fundraising Form been completed and submitted (if needed)? \_\_\_

Is this a collaboration and if so, with whom, what group? \_\_\_

What will be happening at this event? Be specific.