

Remember: Each separate event/program/meeting needs a separate form. Only difference is something like chapter meetings if desired to meet at the same time on the same day all semester. We would need to know which weeks not meeting and don't need the room/space reserved.

For what date is room/space requested?

Example: Monday, December 16, 2019

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 (No more than 2 per table for a tabling event): _____

Event Name (Be specific): _____

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

Department/Organization: _____

1st 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 (Yes or No - if Yes, contact the ASC Catering Office at 753-4626)

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

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

Filters (Any specific needs such as no carpet, no windows to hallway, etc.?) and explain: _____

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 many chairs? How set up in space?

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? Please provide specifics. Include any relevant COVID protocols that group will be following.