

CLUB EVENT/MEETING REQUEST FORM

THIS FORM MUST BE COMPLETED AT LEAST 10 BUSINESS DAYS BEFORE THE EVENT DATE

Please contact Event Services if you have any questions.

We are always here to answer questions, go over your thoughts and/or double check to make sure you're setup for a successful event.

Meeting/Event Title _____

Meeting/Event Description _____

Date _____ Number of Attendees _____ Credit Card Reservation YES NO

Desired Location (first choice) _____ (second choice) _____ Open Availability (any available during the time requested)

Date Options (first choice) _____ (second choice) _____ (third choice) _____

Recurring Meeting Information _____

Meeting/Event Setup Time _____ Start Time _____ End Time _____ Teardown Time _____

CATERING (select one type)

TYPE	REFRESHMENTS	FOOD	SETUP TIME	TEARDOWN TIME	BRIEF DESCRIPTION (i.e. catering, ice, drinks, specialty foods)
Breakfast	_____	_____	_____	_____	_____
Lunch	_____	_____	_____	_____	_____
Dinner	_____	_____	_____	_____	_____

Catering Vendors (Main catering choice is Sodexo. Complete the following only for special catering vendor requests.)

Specialty Catering Vendor Name _____

Specialty Catering Vendor Address _____

RESERVATION TYPE

Student Meeting
Student Event
Meeting
Special Event
Event Hold
Club Meeting
Club Event
Other _____

ROOM SETUP

Classroom
Meeting
Hollow Square
Banquet: *Rounds* *Standard*
Conference
U-shape
Special Event
Other _____

AUDIO/VISUAL MULTIPLE ITEM

Audio
Conference Phone
Guest will provide laptop & cables*
Laptop with internet
Projector
Microphone
Lights
Other _____

*required by all outside guests

Meeting/Event request notes and comments (i.e. Setup of tables, chairs, trash needs, etc.) _____

Event Marketing Strategies (check all that apply): Fliers Facebook Page Personal Invite

Club Name (if applicable) _____

Requester Name _____ Requester Email _____

Requester Phone _____ Approved By _____

LIABILITY CHECK-OFF (initial in the boxes below)

Safety/Security: Is the event safe for all intended? Is it jeopardizing the safety of life, lawn or buildings?

Health: Does the event offer food and do you have food handlers license? Do other health measures need to be in place?

Appropriateness of Event: Does this event represent GCU in an appropriate manner?