

CLUBS MEETING REQUEST FORM

THIS FORM IS FOR **MEETING SPACE ONLY**. USE THIS TO RESERVE A CLASSROOM ON CAMPUS. YOUR MEETING WILL BE CONFIRMED OR WE WILL REACH OUT TO YOU WITHIN 72 HOURS OF SUBMISSION. THIS FORM MUST BE COMPLETED AT LEAST 7 BUSINESS DAYS BEFORE THE MEETING DATE.

Please contact clubs@gcu.edu if you have any questions.

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

Club Name (if applicable) _____

Requester Name _____ Requester Email _____ Requester Phone _____

Advisor Name _____ Advisor Email _____ Advisor Signature _____

Meeting/Event Title _____

Describe your meeting/event _____

Date _____ Number of Attendees _____

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

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

Is this a reoccurring meeting? If so, please explain _____

Meeting Setup Time _____ Start Time _____ End Time _____ Teardown Time _____

Will there be any outside speakers/presenters? Yes No If selected "yes", please fill out and submit a speaker request form.

I recognize that I am forgoing catering, microphone, tables and all other resources for this meeting. My only need is the classroom itself. Initial _____

RESERVATION TYPE

Student Meeting

Student Event

Meeting

Special Event

Event Hold

Club Meeting

Club Event

Other _____

ROOM SETUP

Classroom (15-75 people)

Lecture Hall (tiered 70-100)

Hollow Square

Conference

Agave Clubs Classroom (15-60 people)

Agave Conference Room (5-15 people)

U-shape

Special Event

Other _____

What are your event needs? (i.e. Setup of tables, chairs, trash needs, etc.) _____

Would you like this posted on GCU Engage? Yes No

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

LIABILITY CHECK-OFF (initial by advisor & club officer)

Safety/Security: Is the event safe for all intended? Yes No Is it jeopardizing the safety of life, lawn or buildings? Yes No

Health: Does the event offer food and do you have food handlers license? Yes No Do other health measures need to be in place? Yes No

Appropriateness of Event: Does this event represent GCU in an appropriate manner? Yes No

DO NOT ADVERTISE THIS EVENT UNTIL CONFIRMED BY EVENT SERVICES

Initial by advisor and office to acknowledge: advisor _____ office _____