

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 SEVEN BUSINESS DAYS BEFORE THE EVENT 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 event.

Club Name (if applicable) _____ Today's Date _____

Requester Name _____ Requester Email _____ Requester Phone _____

Advisor Name _____ Advisor Email _____ Advisor Phone _____

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

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
U-shape
Special Event
Other _____

AUDIO/VISUAL MULTIPLE ITEM

Audio
Projector
Microphone
Special Lighting
Other _____

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