

# CLUBS EVENT REQUEST FORM

**THIS FORM IS FOR CLUB EVENTS AND MUST BE COMPLETED AT LEAST 20 BUSINESS DAYS BEFORE THE EVENT DATE**  
Please contact [clubs@gcu.edu](mailto: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. You will receive confirmation or a status update for your event within seven business days.

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 \_\_\_\_\_ Number of Non-GCU Personnel Attending \_\_\_\_\_

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 event? If so, please explain \_\_\_\_\_

Meeting/Event Setup Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Teardown Time \_\_\_\_\_

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

## CATERING (select one type)

Will you be serving food or snacks at this event? Yes No *If yes, do you want this food catered by Sodexo or another on-campus eatery?* \_\_\_\_\_

How are you paying for these food and snacks? \_\_\_\_\_

Type	Beverages	Snacks/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 (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 \_\_\_\_\_

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

Would you like this posted on GCU Engage? Yes No

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

## LIABILITY CHECK-OFF (initial by advisor and 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\***