Remember: Each separate event/program/meeting needs a separate form.   The only difference would be something like chapter meetings that meet at the same time on the same day of the week.   In this case, be specific about the dates when the group will be meeting.   Example: Every Sunday of the Fall semester except (and then provide appropriate dates).

For what date is room/space requested?

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: ___
      Remember: When tabling attendance is limited to 2 (people tabling) on this form.

Event Name (Be specific):   ___
Event Type (Meeting, Social/Party, Special Event, Workshop): ___

Department/Organization: ___
Primary 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 Desired? (Yes or No - if Yes, contact the ASC Catering Office at 753-4626)
Taste to Go Desired? (Yes or No - if Yes, contact the ASC Catering Office at 753-4626)

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

Any event specific needs (no carpet, no windows to hallway, etc.)?   If yes, explain why: ___

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 set up in space – lecture style, conference, other?
      How many chairs?

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?   Be specific.