

# AUSTIN COLLEGE EVENT PLANNING / FACILITY REQUEST FORM

**Directions:** This form, as completed, notifies the college of any and all proposed events. This form is to be completed and returned to the Wright Campus Center Office Rm. 148 **at least one week prior to the event.** This form does not relieve the organization of their responsibilities and/or duties. Remember all College policies and applicable laws must be followed.

Name of Event		Organization / Department	
Day: S – M – T – W – Th – F – Sat Date:	Place	Event Start & End Time	Expected # of Attendees
Contact Person	AC Mailbox # or <i>Address</i>	Phone:	Fax:

## **SET UP:**

Arrival time for Set Up:  
Conclusion time for Take Down:

## **SECURITY SERVICE:**

Time building opened:  
Time building closed:

## **ROOM SETUP NEEDS:**

- Stage Dimension \_\_\_ x \_\_\_ panels
- Registration Table with \_\_\_ chairs
- Head Table for
- Piano
- Standing Podium  Tabletop Lectern
- Marker Board or  White Wooden Board
- Easel #
- Lobby Table with \_\_\_ chairs
- Sidewalk Chalking (guidelines will be provided)

## **Room Layout Preference (see page 2)**

- Conference Style  Classroom Style  Theater Style
  - Herringbone Style  U-Shape  Banquet
  - Hollow Square  T-Shape
- \*If special instructions need to be provided for your event, please attach to this form\*

## **MEDIA SERVICES:**

- Projector  Overhead
- Projector  Data
- Screen
- CD Player  Aux Cord (iPod cord)
- TV  VCR  DVD Player
- Sound System  Block Rocker (WCC Only)
- Mic. Stands  Straight #  Table#
- Wired Mike #
- Wireless Lapel Mike #
- Wireless Hand Mike #
- Media Staff

**\*If you are using a Mac Laptop, you will be responsible for providing your own cables\***

## **Special Instructions / Other Needs:**

## **OUTSIDE SERVICES:**

Do you plan to use Outside Contractors or Entertainment  Yes  No (If Yes, please attach a rider detailing Outside Services)

## **FOOD SERVICE:**

(No outside food or drink permitted for events on campus)

- Breaks (Drinks & Snacks)  Buffet Meal  Reception
- Carry Tray  Served Meal
- Table Cloths - White
- Table Skirting - White or Black

**ARAMARK CATERS ALL EVENTS ON CAMPUS 903-813-2366**

## **REQUIRED SIGNATURE: (For students and student organizations doing research events or fundraising events)**

\_\_\_\_\_  
Departmental Contact \_\_\_\_\_ Date \_\_\_\_\_ Fundraising Contact(Cary Wacker, Wortham 229) \_\_\_\_\_ Date \_\_\_\_\_

## **REQUIRED SIGNATURES: (FOR STUDENT ORGANIZATIONS)**

\_\_\_\_\_  
Organization Contact \_\_\_\_\_ Date \_\_\_\_\_ Sponsor \_\_\_\_\_ Date \_\_\_\_\_

## **REQUIRED SIGNATURES:**

\_\_\_\_\_  
Event Services Manager \_\_\_\_\_ Date \_\_\_\_\_

To Submit your campus-wide event for the web calendar, call or email Vickie Kirby (x2414).

Revised 4/3/15