

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	Place	Event Start & End Time	Expected # of Attendees
Date:			
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: <input type="checkbox"/> Stage Dimension ___ x ___ panels <input type="checkbox"/> Registration Table with ___ chairs <input type="checkbox"/> Head Table for <input type="checkbox"/> Piano <input type="checkbox"/> Standing Podium <input type="checkbox"/> Marker Board or <input type="checkbox"/> White Wooden Board <input type="checkbox"/> Easel # <input type="checkbox"/> Lobby Table with ___ chairs <input type="checkbox"/> Sidewalk Chalking (guidelines will be provided)	Room Layout Preference (see page 2) <input type="checkbox"/> Conference Style <input type="checkbox"/> Classroom Style <input type="checkbox"/> Theater Style <input type="checkbox"/> Herringbone Style <input type="checkbox"/> U-Shape <input type="checkbox"/> Banquet <input type="checkbox"/> Hollow Square <input type="checkbox"/> T-Shape *If special instructions need to be provided for your event, please attach to this form*
---	--

MEDIA SERVICES: <input type="checkbox"/> Data Projector <input type="checkbox"/> Screen <input type="checkbox"/> HDMI Cord <input type="checkbox"/> VGA Cord	<input type="checkbox"/> Aux Cord (iPod cord) <input type="checkbox"/> TV <input type="checkbox"/> DVD Player <input type="checkbox"/> Sound System <input type="checkbox"/> Block Rocker (WCC Only) Mic. Stands <input type="checkbox"/> Straight # <input type="checkbox"/> Table#	<input type="checkbox"/> Wired Mike # <input type="checkbox"/> Wireless Lapel Mike # <input type="checkbox"/> Wireless Hand Mike # <input type="checkbox"/> Media Staff
If you are using a Mac Laptop, your will be responsible for providing your own adaptors		
Special Instructions / Other Needs:		

OUTSIDE SERVICES: Do you plan to use Outside Contractors or Entertainment <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please attach a rider detailing Outside Services)

FOOD SERVICE: (No outside food or drink permitted for events on campus)	<input type="checkbox"/> Table Cloths - White
<input type="checkbox"/> Breaks (Drinks & Snacks) <input type="checkbox"/> Buffet Meal <input type="checkbox"/> Reception	<input type="checkbox"/> Table Skirting - Black
<input type="checkbox"/> Carry Tray <input type="checkbox"/> Served Meal	

ARAMARK CATERS ALL EVENTS ON CAMPUS 903-813-2366

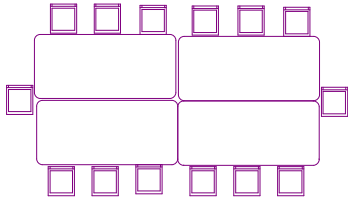
REQUIRED SIGNATURE: (For students and student organizations doing research events or fundraising events)			
_____	_____	_____	_____
Departmental Contact	Date	Fundraising Contact(Cary Wacker, Wortham 234)	Date

REQUIRED SIGNATURES: (FOR STUDENT ORGANIZATIONS)			
_____	_____	_____	_____
Organization Contact	Date	Sponsor	Date

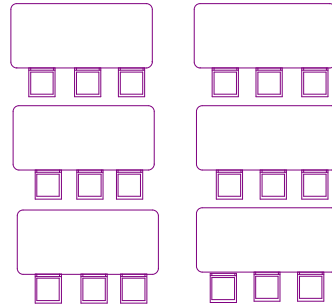
REQUIRED SIGNATURES:	
_____	_____
Event Services Manager	Date

To add your campus-wide event to the web calendar, submit the [Calendar Request Form](#).

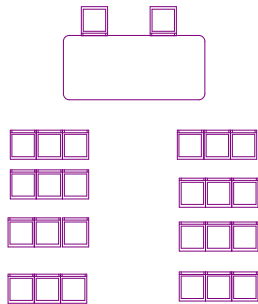
Basic Room Layouts



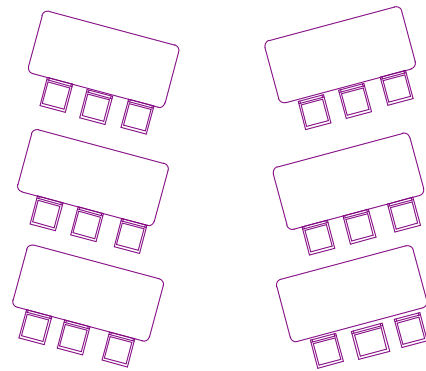
Conference Style



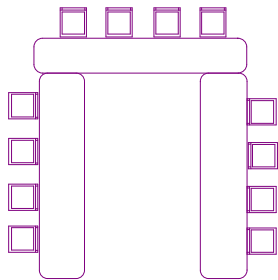
Classroom Style



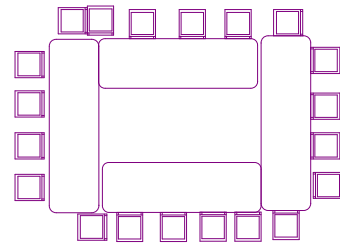
Theater Style



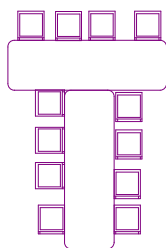
Herringbone Style



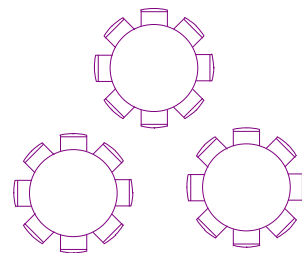
U-shape



Hollow Square



T-shape



Banquet