

Internal Request Form for Student Organizations

Student Affairs must receive completed form with the advisor's signature four (4) weeks prior to your event.
Approvals must be received by UME three (3) weeks prior to the event date. Incomplete or handwritten forms will not be processed.

*Attach the description and purpose of your event with this form.

Request Form Submitted Date: _____ Student Organizations _____

Requestor Name: _____ Phone (campus extension): _____

Requestor Email: _____ Department or School: _____

Student Organization Advisor Name: _____ Advisor Email: _____ Advisor Phone Number: _____

Date (s) of Event/Meeting: _____

Start Time: _____ Setup Time: _____ End Time: _____ Break-down Time: _____

Event/Meeting Title: _____

Type of Event: Meeting Workshop Conference Seminar Reception Other: _____

Number of Expected Attendance: _____

Purpose of Event: ***ATTACH THE STUDENT LEADERSHIP AND ENGAGEMENT FORM*** _____

Attendees: Faculty/Staff _____ Students _____ Public _____ Invited external guests _____

VIP Attendees: _____

Food & Beverage Catered: Sodexo: Yes No Outside Food & Beverage Vendor: Yes No

List name of requested external caterer/food truck: _____

Ticketed Event or Money Collected: Yes No If yes, Please state what for and the amount: \$ _____

Do you require streaming, photography, or zoom services? Please specify _____

Do you require parking? Yes No If yes please specify _____

VIP Parking Requested: Yes No Number of Spaces: _____

Attach a detailed schedule of events by day/date/time start/end & for each space.

Location Request(s)

Bishop C.L. Henderson Student Center / Promenade

Requested Venues/Spaces	Standard Logistics/Room Set-Up For All Areas	
<input type="checkbox"/> Multipurpose room (Front) <input type="checkbox"/> Multipurpose room (Back) <input type="checkbox"/> MPR Pre-Function area <input type="checkbox"/> Conference Room (231) <input type="checkbox"/> Lobby <input type="checkbox"/> Promenade <input type="checkbox"/> Other	<input type="checkbox"/> Microphones ____Number (4max) <input type="checkbox"/> Mic Stands _ Table Top _ or Boom _ <input type="checkbox"/> Projector (multipurpose room & conf 231 only) <input type="checkbox"/> Projector Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other An authorized AV tech is required for (charges may apply): ❖ Events after normal business hours ❖ Use of 4 or more mics ❖ Use of Intelligent State Lighting ❖ Potable set-ups ❖ Additional charges may apply. *Additional equipment may have to be rented. Facilities can provide a list of preferred vendors	<input type="checkbox"/> Board Room <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow <input type="checkbox"/> Square L-Shape <input type="checkbox"/> U-Shape <input type="checkbox"/> Theatre <input type="checkbox"/> Style <input type="checkbox"/> Banquet Rounds <input type="checkbox"/> High Boys Furniture Requested <input type="checkbox"/> Rectangle Table: _____ <input type="checkbox"/> Round Tables: _____ <input type="checkbox"/> Chairs: _____ <input type="checkbox"/> High Boys: _____ <input type="checkbox"/> Easel (4 max): _____ <input type="checkbox"/> Lecturn: _____ <input type="checkbox"/> Other: _____

T. Cole Science Research Center

Requested Venues/Spaces	Standard Logistics/Room Set-Up For All Areas	
<input type="checkbox"/> Board Room <input type="checkbox"/> Conference Room 1037 <input type="checkbox"/> Conference Room 1047 <input type="checkbox"/> Exhibition Hall <input type="checkbox"/> Lecture Hall <input type="checkbox"/> Aldridge Auditorium	<input type="checkbox"/> Microphones____Number (4max) <input type="checkbox"/> Mic Stands _ Table Top _ or Boom _ <input type="checkbox"/> Projector (multipurpose room & conf 231 only) <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other An authorized AV tech is required for: ❖ Events after normal business hours ❖ Use of 4 or more mics ❖ Use of Intelligent State Lighting ❖ Potable set-ups ❖ Additional charges may apply. *Additional equipment may have to be rented. Facilities can provide a list of preferred vendors	<input type="checkbox"/> Board Room <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> L-Shape <input type="checkbox"/> U-Shape <input type="checkbox"/> Theatre Style <input type="checkbox"/> Banquet Rounds <input type="checkbox"/> High Boys <input type="checkbox"/> Furniture Request <input type="checkbox"/> Rectangle Table: _____ <input type="checkbox"/> Round Tables: _____ <input type="checkbox"/> Chairs: _____ <input type="checkbox"/> High Boys: _____ <input type="checkbox"/> Easel (4 max): _____ <input type="checkbox"/> Lecturn: _____ <input type="checkbox"/> Other: _____

CAU Academic Classrooms / Conference Rooms

Requested Venues/Spaces	Standard Logistics/Room Set-Up For All Areas
<input type="checkbox"/> Carl and Mary Ware <input type="checkbox"/> Clement <input type="checkbox"/> Haven Warren <input type="checkbox"/> Knowles <input type="checkbox"/> McPhetters Dennis <input type="checkbox"/> Sage-Bacote <input type="checkbox"/> Thayer Hall <input type="checkbox"/> Wright-Young <input type="checkbox"/> Kresge	<input type="checkbox"/> Microphones _____ Number (4max) <input type="checkbox"/> Mic Stands_ Table Top ___ or Boom___ <input type="checkbox"/> Projector (multipurpose room & conf 231 only) <input type="checkbox"/> Projector Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other An authorized AV tech is required for: <ul style="list-style-type: none"> ❖ Events after normal business hours ❖ Use of 4 or more mics ❖ Use of Intelligent State Lighting ❖ Potable set-ups ❖ Additional charges may apply. <p>*Additional equipment may have to be rented. Facilities can provide a list of preferred vendors</p>

Davage Auditorium

Standard Logistics/Room Set-Up For All Areas Furniture Request	
<input type="checkbox"/> Microphones _____ Number (4 max) <input type="checkbox"/> Mic Stands _____ Table Top _____ or Boom _____ <input type="checkbox"/> Organ / Piano (Contact Religious Life) <input type="checkbox"/> Projector Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other An authorized AV tech is required for: <ul style="list-style-type: none"> ❖ Use of Sound Booth ❖ Use of 4 or more mics ❖ Use of Stage Lighting ❖ Use of House Projector ❖ Additional charges may apply <p>*Additional equipment may have to be rented. Facilities can provide a list of preferred vendors</p>	<input type="checkbox"/> Easel (4 max); _____ <input type="checkbox"/> Rectangle Tables (4 max) _____ <input type="checkbox"/> Red Platform Chairs (30 max) _____ <input type="checkbox"/> Lectern _____ <input type="checkbox"/> Other _____

Epps Gym/ Panther Stadium

Requested Venues/Spaces	Standard Logistics/Room Set-Up For All Areas Furniture Request
<p><u>Henderson Center</u></p> <input type="checkbox"/> Gymnasium <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Other <p><u>Panther Stadium</u></p> <input type="checkbox"/> Football Field <input type="checkbox"/> Softball Field <input type="checkbox"/> Track <input type="checkbox"/> Other	<input type="checkbox"/> Microphones _____ Number (4max) <input type="checkbox"/> Mic Stands _ Table Top _ or Boom_ <input type="checkbox"/> Projector (multipurpose room & conf 231 only) <input type="checkbox"/> Projector Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other An authorized AV tech is required for: <ul style="list-style-type: none"> ❖ Events after normal business hours ❖ Use of 4 or more mics ❖ Use of Intelligent State Lighting ❖ Potable set-ups ❖ Additional charges may apply.
	<input type="checkbox"/> Board Room <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> L-Shape <input type="checkbox"/> U-Shape <input type="checkbox"/> Theatre Style <input type="checkbox"/> Banquet Rounds <input type="checkbox"/> High Boys <input type="checkbox"/> Folding Chairs <input type="checkbox"/> Floor Tarp <input type="checkbox"/> Lectern <input type="checkbox"/> Raised goals <input type="checkbox"/> Stage Risers <input type="checkbox"/> Other <p>*Additional equipment may have to be rented. Management can provide a list of preferred vendors. Additional charges may apply.</p>

<input type="checkbox"/> Quadrangles	<input type="checkbox"/> President's Parking Lot	<input type="checkbox"/> Other Campus Space
Requested Venues/Spaces	Standard Logistics/Room Set-Up For All Areas Furniture Request	
<input type="checkbox"/> Harkness Quad <input type="checkbox"/> Kresge-Holmes Quad <input type="checkbox"/> Tanner Turner Quad <input type="checkbox"/> Thayer Quad <input type="checkbox"/> Trevor Arnett Quad <input type="checkbox"/> President's Parking Lot <input type="checkbox"/> Art Museum <input type="checkbox"/> Dining Hall <input type="checkbox"/> Other _____	<input type="checkbox"/> Microphones Number (4max) <input type="checkbox"/> Mic Stands _ Table Top _ or Boom _ <input type="checkbox"/> Projector (multipurpose room & conf 231 only) <input type="checkbox"/> Projector Screen <input type="checkbox"/> AC Cord <input type="checkbox"/> Other _____ An authorized AV tech is required for: ✦ Events after normal business hours ✦ Use of 4 or more mics ✦ Use of Intelligent State Lighting ✦ Potable set-ups *Additional equipment may have to be rented. Facilities can provide a list of preferred vendors.	<input type="checkbox"/> Board Room <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> L-Shape <input type="checkbox"/> U-Shape <input type="checkbox"/> Theatre Style <input type="checkbox"/> Banquet Rounds <input type="checkbox"/> High Boys <input type="checkbox"/> Rectangles tables <input type="checkbox"/> Folding Chairs <input type="checkbox"/> Tent _____ <input type="checkbox"/> Other _____

Student Affairs Pre- Approval Required	
Requestor Signature	Date:
Advisor	Date:
Student Leadership & Engagement	Date:
Associate Dean, Student Life	Date:

For Office Use Only				
UME (University Meetings & Events)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Office of Religious Life	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Internal Affairs/Public Relations	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
External Affairs	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Student Leadership & Engagement (Student Center Space)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Registrar's Office (required for academic buildings)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Art Museum (for museum spaces)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Dining Spaces	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Residence Life	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Athletic Department (<i>Required for Stadium & Gym Use Only</i>)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Public Safety (Required for all events)	<input type="checkbox"/> Required	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
#Officers _____ Cost \$ _____				
Facilities	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date:
Fees after normal business hours if overtime is required: Set Up: \$ _____ Custodial: \$ _____				
Cynthia Gomes (Parking Lots)	<input type="checkbox"/> Applicable	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Date: