

Event Reservation Form

Day _____

Title of Event _____ Date of Event _____

Type of Event _____ Room/Space Requested _____

Time of Event: From _____ AM/PM to _____ AM/PM Set up time needed _____

Name of Contact _____ Phone (_____) _____ - _____

Address/Campus Location _____ State _____ Zip _____

Today's Date _____ Group/Club _____ College Sponsored Event: Yes No

Notes:

- In Finch Chapel and Huggins Performance Center, light and sound assistance may be required at a cost of \$45.00 per hour per technician.
- Security is required for any event with an expected attendance of 100 or more, at a cost of \$20.00 per hour per officer, 2 hour minimum.
- All food service on campus must be provided by Aramark. To arrange for catering, please call (336) 272-7102 ext. 255.
- A custodial fee is charged for weekend or extraordinary cleaning.
- On-campus requests will be confirmed via a photocopy of this form with "ENTERED" stamped on it.
- Contact the Conferences and Events Office with questions at ext. 379.

Projected Attendance _____

Catering Needed	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Equipment Needed	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Tables _____ rec. _____ round	
Skirts _____	
Chairs _____	
Podium _____	
TV/VCR _____	
PA System/Mic. _____	
Screen _____	
Overhead Proj. _____	
Slide Proj. _____	
Flip Chart _____	
Easel _____	
Orchestra Shells _____	
Risers _____	
Music Stands _____	
Other _____	

Room Arrangement	
<input type="checkbox"/> Lecture/Theatre style	<input type="checkbox"/> Banquet
<input type="checkbox"/> Conference Room style	<input type="checkbox"/> Reception
<input type="checkbox"/> Classroom style	<input type="checkbox"/> As is
<input type="checkbox"/> Circle of chairs	<input type="checkbox"/> Other _____

Security Needed	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Office Use Only	
<input type="checkbox"/> Schedule Book	<input type="checkbox"/> Copy Sent

Technical Assistance	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Lights <input type="checkbox"/>	Sound <input type="checkbox"/>
Recording (certain events/venues only) <input type="checkbox"/>	

Please return to: Greensboro College
Office of Conference and Events
2nd Floor Main Building, Office 215

Custodial Fee	
Yes <input type="checkbox"/>	No <input type="checkbox"/>

Special Needs No <input type="checkbox"/>	
Piano <input type="checkbox"/>	Florals <input type="checkbox"/>
Tent <input type="checkbox"/>	Other _____