

## Event Registration Form

Date: \_\_\_\_\_ RSO: \_\_\_\_\_ Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location Requested: 1 <sup>st</sup> Choice: 2 <sup>nd</sup> Choice: 3 <sup>rd</sup> Choice:
Date/s of Event:
Setup/Prep Time: Time of Event: End of Event (include cleanup):
Name of Event and Detailed Description (nature of event):
# People Expected:
Catered Event? Yes / No
Facilities Request (tables, chairs, power requirements, misc.): (Please be <b>very specific</b> and attach diagrams if necessary.)

\_\_\_\_\_  
 Assistant Director of Student Activities/Date

\_\_\_\_\_  
 Advisor's Signature/Date

### Requisition No:

- .....
- The later you wait to reserve a location, the more likely you will not get your first choice.
- If you have room reservation questions, please contact the Assistant Director of Student Activities (x8477) in person or via e-mail.
- You are not to announce meeting or event until you have received confirmation of your reservation from the Student Activities Center.
- If your event is cancelled you should notify the Assistant Director of Student Activities ASAP. Failure to do so may result in temporary loss of reservation privileges.
- **Amy Cralle Theatre** must be reserved a minimum of 2 weeks in advance.
- The Art Gallery in Wyatt Hall is not to be used as a meeting room or reception hall.
- All Facilities Requests must be submitted to the Assistant Director of Student Activities a minimum of **2 weeks** prior to the event. If submitted after this time, your request may be denied.
- The RSO and contact person reserving the location are responsible for all damages.
- **In the event of an emergency** during an event, contact Security (3333) and they will contact the on-call Facilities Staff.
- **Catering requests** and reserving equipment through **Media Services** are your responsibility. See the RSO Handbook for contact information and procedures.
- \*The following are prohibited in Frazier: balloons, smoke/fog machines, and bubble machines.