

# FACILITIES REQUEST FORM

**FUNCTION** \_\_\_\_\_ **EVENT DATE** \_\_\_\_\_

**DESCRIPTION OF EVENT**

**NEW EVENT**       **ONE TIME EVENT**       **ONGOING EVENT**       **CHANGE**

**EARLY SETUP:**    **DATE** \_\_\_\_\_    **START TIME** \_\_\_\_\_    **END TIME** \_\_\_\_\_    **LOCKUP** \_\_\_\_\_

**EVENT: DOORS OPEN** \_\_\_\_\_    **START TIME** \_\_\_\_\_    **END TIME** \_\_\_\_\_    **LOCKUP** \_\_\_\_\_

**DATED SUBMITTED:** \_\_\_\_\_  
**SUBMITTED BY:** \_\_\_\_\_ **DEPT./ORGANIZATION** \_\_\_\_\_  
**PHONE #'s(including cell #)** \_\_\_\_\_

**ROOMS NEEDED:**     **Training Room**     **Conference Room**     **Kitchen**

**MAINTENANCE NEEDS:**     **Unlock doors**     **Lock doors**  
    **Takedown**      **Cleanup @ \$25 PER HOUR**

**NUMBER OF TABLES:**     **6 FT RECTANGLE**     **COVERED @ \$3.50 per table**  
**Special Layout:**      **U-Shaped**      **Squared**      **Buffet style**      **Rows**

**DRAWING OF LAYOUT**

**NUMBER OF CHAIRS:** \_\_\_\_\_

**SOUND NEEDS:**     **TAPE DECK**     **CD PLAYER**     **speakers**  
    **MIKE**

**MEDIA NEEDS:**     **VCR & TV**     **DVD & TV**     **VIDEO PROJECTOR**     **POWERPOINT**  
    **OVERHEAD PROJECTOR**

**CATERING NEEDS:**     **MBA WILL CATER FOOD**     **EVENT WILL PROVIDE**

**# OF PEOPLE** \_\_\_\_\_  
**ARE REFRESHMENTS REQUESTED?**     **NO**     **YES**     **AM Session**     **PM Session**     **Both**  
*REFRESHMENTS ARE SERVED AT \$2 PER PERSON -PER SESSION AND WILL BE MBA CHOICE*

**PLEASE NOTE: WE DO NOT PROVIDE PLATES, NAPKINS, UTENSILES OR SERVING TRAYS UNLESS YOU PRE-ARRANGE WITH KATHI OR RENEE**

**FOR MBA OFFICE USE**

**DATE RECEIVED:** \_\_\_\_\_ **DATE INPUT IN CALENDAR:** \_\_\_\_\_

**DATE APPROVED BY STAFF** \_\_\_\_\_ **Initials:** \_\_\_\_\_

**DATE EVENT COORDINATOR CONTACTED:** \_\_\_\_\_

**DATE COPIES OF EVENT INFO SENT TO MAINTENANCE STAFF** \_\_\_\_\_

**DATE STAFF MEMBERS RECEIVED COPIES OF APPROVED REQUEST** \_\_\_\_\_

**STAFF MEMBERS:** \_\_\_\_\_