

REQUEST TO USE FACILITIES

University Union, Event Services Office—Sacramento State--Phone 916-278-6743--Fax 916-278-7503—events.union@csus.edu

Sponsoring Organization: _____

Address / Email: _____

Request prepared by: _____ Person in charge of meeting or event: _____

Phone: _____ Phone: _____

- Student club / Organization Campus department Off-campus group

Are you working with any event partners or co-sponsors? Yes No

Will you be charging an admission/participant fee for this event? Yes No

REQUESTED MEETING OR EVENT

Day & Dates	Meeting/Event Title	Start	End	# to Attend	Room Preference	Office Use

ALTERNATIVES

Room Choices	Date Choices	Time Choices

**ROOM SET-UPS- PLEASE SEE
NEXT PAGE**

Date Received: _____
Time: _____

ROOM SET-UPS



Lecture Style (Rows of Chairs)

- Head Table/ # of Chairs: _____
- Lectern: Floor Table
- Registration Table/# of Chairs: _____
- Display Table
- Flags: USA CA



Classroom Style (4 Chairs per table)

- Head Table/ # of Chairs: _____
- Lectern: Floor Table
- Registration Table/# of Chairs: _____
- Display Table
- Flags: USA CA



Banquet (8' Tables with chairs both sides)

- Head Table/ # of Chairs: _____
- Lectern: Floor Table
- Registration Table/# of Chairs: _____
- Display Table
- Flags: USA CA



Round Tables (10 Chairs per Round)

- Head Table/ # of Chairs: _____
- Lectern: Floor Table
- Registration Table/# of Chairs: _____
- Display Table
- Flags: USA CA



Reception (Food Service in Middle of Room)

- Registration Table/# of Chairs: _____
- Lectern: Floor Table
- Display Table



Special Private Ceremony



Conference Style (Hollow Square)



U-Shape (Hollow U-Shape Conference)



Special Set-Up



Audio Visual Equipment

- LCD Projector & Screen:
 - VGA Cable
 - with audio no audio
 - HDMI Cable (video & audio)
 - Audio only (phone/iPod)
- DVD Player
- TV Monitor
- CD/Cassette Player
- Upright Piano
- Whiteboard/Markers
- Bulletin Board
- Dividers: # _____
- Tripod Easel (No Pad)
- Easel Pad/Markers
- Lectern w/Microphone: _____
- Table Top Microphone: _____
- Standing Microphone: _____
- Hand held Microphone: _____
- Lapel Microphone: _____
- Portable Sound System
- Stage



Food Arrangements

- Epicure Catering Round Table Pizza Starbucks
- Panda Express Subway Jamba Juice
- Other