

# 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 8 Chairs)

- 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 Ceremony

- Private         Candles

## Conference Style (Hollow Square)

## U-Shape (Hollow U-Shape Conference)

## Special Set-Up

\_\_\_\_\_

\_\_\_\_\_

## Audio Visual Equipment

- LCD Projector & Screen:
  - VGA Cable
  - Audio Cord
- Overhead Projector & Screen
- VCR
- DVD Player
- TV Monitor
- CD/Cassette Player
- Upright Piano
- Chalkboard/Chalk/Eraser
- Whiteboard/Markers
- Bulletin Board
- Dividers: # \_\_\_\_\_
- Easel (No Pad)
- Easel Pad/Markers
- Lectern w/Microphone: \_\_\_\_\_
- Table Top Microphone: \_\_\_\_\_
- Standing Microphone: \_\_\_\_\_
- Hand held Microphone: \_\_\_\_\_
- Lapel Microphone: \_\_\_\_\_
- Portable Sound System
- Stage

## Admission/Participant Fee

## Food Arrangements

- Java City  Gordito Burrito  Panda Express
- Round Table Pizza  Mother India  Jamba Juice
- Burger King  UEI Catering  Subway  Other \_\_\_\_\_