

**PLEMMONS STUDENT UNION, Scheduling Office**

Phone: (828) 262-3032 Fax: (828) 262-2937

**ONE TIME/SPECIAL EVENTS REQUEST FORM**

Does this group have an appointment? (For Office Staff Only) Date: \_\_\_\_\_ Time: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

\*Completion of this form does **NOT** insure room availability or event approval. Today's Date: \_\_\_\_\_

**(An appointment is recommended for most Club Socials/Dances)**

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ ASU Box: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Dept./Org.: (No abbreviations) \_\_\_\_\_ "Title" of Event/Mtg.: \_\_\_\_\_

Date of Event: (Include day of week, ex: Weds. 1/3/01) \_\_\_\_\_ Possible Alternate Dates: \_\_\_\_\_

"Actual" Time Event Begins: \_\_\_\_\_ am/pm "Actual" Time Event Ends: \_\_\_\_\_ am/pm

(Reservation Mgr automatically arranges Room Set-up time. Reservations will end at 10pm unless otherwise approved.)

Please note if & when members of your group need early entry and reason (ex. to decorate, prep, etc.): \_\_\_\_\_

**TYPE OF EVENT (check all that apply)**

- \_\_\_ Social/Dance
- \_\_\_ Reception
- \_\_\_ Information/Career Fair
- \_\_\_ One-Time Meeting
- \_\_\_ Other (describe) \_\_\_\_\_
- \_\_\_ Banquet (Please specify):  Buffet (or)  Served
- \_\_\_ Seminar/Lecture (optional) Name of Speaker: \_\_\_\_\_
- \_\_\_ Video/Film \*Copyright approval may be required.
- \_\_\_ Teleconference/Webinar

Are you: Selling anything?  yes  no  
 Soliciting Votes?  yes  no (\*If YES to any of these, you will need a "Solicitation Form" approved by CSIL before you meet with Reservation Manager)  
 Accepting Donations?  yes  no

Private (Group Members and their guests only)?  Yes  No (or) Public (Anyone can attend)?  Yes  No  
 Serving Alcohol?  Yes  No (\*Serving of Food or Alcoholic Beverages in the Union requires prior approval by Office of Student Programs.)  
 Charging Admission?  Yes \$\_\_\_\_\_ Amount  No (Business Affairs must approve any event w/food and a charge before event can be scheduled)  
 Serving Food?  Yes  No Provider?  ASU Food Services (\*Contact is responsible for contacting Food Services)  
 Off Campus Restaurant (\*Permit required from Student Programs and Business Affairs)  
 Group will bring their own- Note type of food (ex. Pizza): \_\_\_\_\_  
 Approximate Time Caterer will arrive to set-up for event: \_\_\_\_\_ am/pm Name of Caterer: \_\_\_\_\_

**ROOM SET-UP**

**Estimated number of people attending this function? Very Important Information, don't leave blank.**

**SET-UP CHOICES (Please only CHECK ONE. If you are not sure, choose other and describe.)**

- \_\_\_ Theater ..... Chairs placed in rows facing one direction (If you need a center aisle please specify)
- \_\_\_ Chevron.....Chairs placed in "V" shaped rows facing one direction
- \_\_\_ Conference ..... Tables placed in a "Horseshoe" shape (1 U-table= up to 35, 35+ = 2 U-tables within each other)
- \_\_\_ Classroom ..... Rows of tables facing the front of the room (3 chairs per table)
- \_\_\_ Banquet ..... Groups of 2 Rectangle (2' x 6') Tables w/6 chairs (If 8 chairs, specify) **DIAGRAM REQUIRED**
- \_\_\_ Fair/Exhibit..... Tables arranged around perimeter of room with empty space for traffic flow **DIAGRAM REQUIRED**
- \_\_\_ Circle of Chairs... Chairs arranged in a circle (Not recommended for large groups)
- \_\_\_ Other (describe) ... \_\_\_\_\_ **DIAGRAM REQUIRED**
- \_\_\_ Number of Head Table(s) \_\_\_\_\_ Number of Tables for Handouts
- \_\_\_ Number of Chairs (@ each Head Table) \_\_\_\_\_ Number of Tables for Food (If not specified, this will be assigned)

**ROOM/SET-UP OPTIONS**

Please circle any Preferences. This does not insure availability. Rooms are assigned by Reservation Manager.

\*=ONLY rooms that offer optional set-ups. Bold= standard set-up. (Note: These are the maximum quantities.)

	Theater/Chevron	Conference	Classroom	Banquet	Fair/Exhibit
*GFMB(Grandfather Mt. Ballroom)	350	54-102	190	184 - 250	65 Tables
*Calloway Peak (137A)	<b>80-100</b>	35-54	45-63	54-72	18 Tables
*MacRae Peak (137B)	<b>80-100</b>	35-54	45-63	54-72	18 Tables
*Attic Window (137C)	<b>80-100</b>	35-54	45-63	54-72	18 Tables
*Roan Mountain	100	<b>54</b>	60	54-66	15 Tables
*Linville Falls	<b>150 -175</b>	33-54	100	NOT AVAIL	22 Tables
*Blue Ridge Ballroom		300	54-102	150	184-220 65 Tables
*Price Lake (201A)	<b>125</b>	35-54	60	100	22 Tables
*Table Rock (201B)	<b>125</b>	35-54	60	100	22 Tables

**Room's that can be reserved "As-is":** Note Other Choice: \_\_\_\_\_  
 Standard Conference Rooms: Watauga River (30), Rich Mtn. (8), Catawba (8-13), Rhododendron (15), Mt. Laurel (20)  
 New River (24)  
 Standard Social & Sports/Study Lounge Set up: Whitewater Lounge (150) (Multicultural Room - see CSII)

## EQUIPMENT REQUEST

## IMPORTANT INFORMATION BELOW

**(Check all that apply. Note quantities instead of checks if more than 1 is needed. AVAILABILITY PENDING)**

\_\_\_ Stage (Available only in GFMB, Linville, Blue Ridge) (Please note): \_\_\_ # of Sections Needed (each section is 6' x 8')

\_\_\_ Dance Floor: **EVENT STAFF FEE REQUIRED:** (Choose One):  12' x 12' (or)  24' x 24'

\_\_\_ Easel(s) (flipcharts are not provided by the Union) \_\_\_ Additional Trashcans \_\_\_ Extension Cord(s)

\_\_\_ Podium \*w/mic  yes  no \_\_\_ Boom box (tape, cd player/radio) \_\_\_ TV/VCR

\_\_\_ Sound Capability w/ Data Projection \_\_\_ Overhead Transparency Projector \_\_\_ Slide Projector

\_\_\_ Data Projection for laptop \_\_\_ DVD Projection \_\_\_ VHS Projection

\* Contact must provide their own laptop and arrive at least 15 min. prior to event to connect laptop. Macs must bring their own cables.

\_\_\_ Wired Microphone(s) & Stand(s): (Available only in GFMB, Linville Falls, Blue Ridge Ballroom)

\_\_\_ Wireless Lavalier Clip On Microphone (Available only in GFMB, Linville Falls, Blue Ridge Ballroom)

(\*Lavalier will not work with additional microphones other than the ones that come w/ Sound Pacific Sound System)

\_\_\_ Sound Pacific Mobile Sound System (Tape/CD, Microphones, 2 Large Monitor Speakers) Fee involved.

\_\_\_ Internet Connection (\*Laptops must be registered on campus; call 262-6266 for assistance; must arrive at least 15 min. prior to event to connect laptop)

\_\_\_ Webinar/Teleconference

✓ Equipment **may not be available** on the event date, if it is not requested at time of room reservation. Rooms with AV equipment Reservations **will remain locked until the scheduled user notifies the Information Desk Attendant upon arrival for their event.** The room will then be promptly opened. Instruction for equipment use will be provided, if requested.

✓ The user is required to sign a form acknowledging financial responsibility for theft or any damage to equipment resulting from misuse. The user is relieved of responsibility for equipment once the Information Desk Attendant is notified of events completion, and the AV Technician arrive at the event's location.

✓ For any One Time/Special Event that requires the payment of a fee, the building user must meet with the Associate Director of Student Programs and settle payment **BEFORE the reservation can be confirmed.** The user should receive date and location availability, and fee rate from Scheduling Officer before the required meeting with the Associate Director.

✓ Failure to use a scheduled space, without prior notification to the Scheduling Office, may result in loss of scheduling privileges. **PLEASE REVIEW CONFIRMATIONS AND CANCEL ANY MEETINGS SCHEDULED THAT YOU DO NOT NEED BY CALLING 262-3032.**

*I have indicated my organization's total room needs on this form and I will review the computer-printed confirmation given to me to insure my requests is complete and accurate. (\*Please sign)*

Organization Representative \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm

ASU Dept. Budget Code: \_\_\_\_\_ (supply only when requested by Reservation Manager)