

PLEMMONS STUDENT UNION RESERVATIONS OFFICE

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

WHITEWATER REQUEST FORM

*Completion of this form does NOT ensure room availability or event approval. Today's Date: _____

(At least 1/2 hour appointment is required in order to reserve Whitewater)

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

Contact Name: _____ Phone: _____ ASU Box: _____ Email: _____

Organization/Dept.: _____ (*No Abbreviations PLEASE)

Title of Event: _____ Estimated number of people to attend: _____

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

Set up time: _____ Beginning Time: _____ Ending Time: _____ Clean-up End Time: _____

Possible Alternate Times: _____ (Reserv. Mgr automatically arranges our staff's set-up time.)

TYPE OF EVENT

Are you: **Selling anything?** yes no
Soliciting Votes? yes no (*If YES to any of these, you will need a "Solicitation Form"
Accepting Donations? yes no approved by CSIL before you meet w/ Reservations Mgr.)

Charging Admission? Yes No If yes, note Amount? \$ _____

Serving Food? Yes No (Ron Dubberly must approve any event w/food and a charge before event can be scheduled)

..... Note Provider: ASU Food Services (*Contact is responsible for contacting Food Services)
 Group will bring their own-*Note type of food (ex. Pizza): _____
 Off Campus Restaurant (*Catering Permit required from Business Affairs 262-2030)

Approximate Time Caterer will arrive to setup for event: _____ am/pm Name of Caterer: _____
(*Serving of Food or Alcoholic Beverages in Whitewater requires prior approval by Office of Student Programs.)

Circle one of each of these choices: **MEETING** (or) **SOCIAL EVENT**
PUBLIC (or) **PRIVATE**
NON-ALCOHOL (or) **BYOB**

(*Reservations involving Bands/Musical Entertainment can ONLY be made by a Student Development Organization, or for a Club's Closed Event without a charge.)

ROOM SETUP (check all that apply)

- _____ D.J. event _____ D.J. will use our Sound System (Sound Pacific System needed – fee charged)
- _____ Request D.J. to be set up on stage Music source (circle): Laptop, MP3 Player, CDs, Other _____
- _____ Need microphone(s) on stage . . . How many? _____ (mixer needed)
- _____ Club Setup with use of dance floor (Room's Normal Set-up)
- _____ Meeting or Lecture (chairs in rows on dance floor) Opt. Name of Speaker: _____
- _____ Other. . . Describe: _____
- _____ Data Projection only (user provided laptop required)
- _____ Data Projection with house sound (mixer needed and user provided laptop required)

(Note quantities if needed)

_____ Number of Head Table(s) _____ Number of Tables for Food (If not specified, will be assigned)
_____ Number of Chairs (@ each Head Table) _____ Number of Tables for Handouts

Process for Reserving Whitewater

You must make an appointment to meet with the Reservations Manager for at least ½ hour and bring the completed request form with you.

- ✓ Reservations Manager will **advise** about availability during your meeting, once the **completed** request form is reviewed.
- ✓ Customer must be prepared to **pay staffing fees**, and review and sign the event contract at this meeting.
- ✓ Reservations Manager will **receive & record payment. Only then will contact be provided with a printed confirmation.**

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

Organization Representative _____ Date: _____ Time: _____ am/p

Reservations Manager's Notes Only (details, fees, etc.):