

Lewis & Clark College Event Planning Form

INSTRUCTIONS: Please fully complete this form and send it to the Office of Campus Events (MSC 105/FAX x7106) in order to receive confirmation of your event.

Event Information

Today's Date: _____ Proposed Event Date(s): _____
 Name of Event Planner: _____ Phone: _____ Email: _____
 Sponsoring Dept./Group: _____ Budget #: ____ - _____ - _____
 Name of Event: _____ Attendance: _____ / _____
ON-CAMPUS OFF-CAMPUS
 Start Time: _____ A.M./P.M. End Time: _____ A.M./P.M. Access Time (for set-up): _____ A.M./P.M.
 Admission Charged? No Yes. Price of Admission: \$ _____
 Venue/Room Requested (*one form is necessary for each location requested*): _____

Set-up Information

*For set-up information/room specifications, please contact the Campus Events office.
 Attach a set-up diagram with this request.*

Check Appropriate Table/Chair Set-up:

- | | | | |
|---|---|--|----------------------------------|
| <input type="checkbox"/> Conference/Block | <input type="checkbox"/> Banquet with Square Tables | <input type="checkbox"/> Hollow Square | <input type="checkbox"/> U-shape |
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Banquet with Round Tables | <input type="checkbox"/> Theatre | <input type="checkbox"/> Special |

Set-up Specifications: _____

Number of Extra Tables for: ____ Head Table ____ Registration ____ Display ____ Food Tables

Number of Extra Chairs for: ____ Head Table ____ Registration ____ Display

Other Needs: Art Walls Podium Table Lecturn Whiteboard Easel

Staging: Standard 8' x 8' Staging. Choose One: 3" Riser 30" Stage
 Other Size Staging (each panel= 4' x 8'): _____' x _____' 3" Riser 30" Stage

Designate location of these items on your set-up diagram.

Audio Services, x7290

- | | |
|---|---|
| <input type="checkbox"/> Podium Mic | <input type="checkbox"/> Table Lecturn |
| <input type="checkbox"/> Mic w/Stand | <input type="checkbox"/> Table-top Mic |
| <input type="checkbox"/> Wireless Hand Mic | <input type="checkbox"/> Wireless Lapel Mic |
| <input type="checkbox"/> Cassette Playback | <input type="checkbox"/> CD Playback |
| <input type="checkbox"/> Cassette Recording | <input type="checkbox"/> Video Playback |
- Additional needs: _____

Designate audio equip. locations on diagram.

To confirm order, please contact Instructional Media Services (IMS) at least (2) weeks prior to the confirmed event date, x7290.

Media (A/V) Services, x7290

- | | |
|---|---|
| <input type="checkbox"/> TV/VCR | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Big Screen TV | <input type="checkbox"/> Slide Projector |
| <input type="checkbox"/> Video Projector | <input type="checkbox"/> Overhead Screen |
| <input type="checkbox"/> VCR/DVD Player | <input type="checkbox"/> CD/Radio Player |
| <input type="checkbox"/> Powerpoint Projector | |
- Additional needs: _____

Designate media equip. locations on diagram.

To confirm order, please contact Instructional Media Services (IMS) at least (2) weeks prior to the confirmed event date, x7290.

After receiving a confirmation number for your event, please contact the following service providers at least two (2) weeks in advance of event date, for the following services.

Catering Services, x7888

- Table Cloths
- Table Skirts
- Food & Beverages
- Alcohol Servers

Performance Services, x7499

- Special Lighting
- Stage Techs & Services

Transportation & Parking, x7857

- Reserved Parking/Barricades

Public Relations, x7960

- Press Releases
- Off-campus Publicity

Campus Events, x7235

- Event Signage