

# Columbia College Student Event Registration Form

**Step 1: Bring this form to the Office of Campus Scheduling for approval. Section #1 and #2 are required.**

<b><u>Section #1: Campus Scheduling Office</u></b>				
(Please complete all items in this section before requesting approval.)				
Organization:		Advisor Name:		
Contact:		Contact Number(s):		
Name of Event:		Date(s) of Event:		
Requested Location:		Beginning Time:	Ending Time:	
Target Audience:		Number of participants:		
Event Type:	Group Meeting Fundraiser Other (please describe):	Guest Speaker Visual Arts Event	Musical Performance Multi-Media Presentation	Theatrical Performance Dining Hall Table
How do you plan to advertise your event? (ie: Daily Blast, Facebook, flyers etc)				
Briefly describe your event:				
Will there be off-campus guests?    Yes    No				
If yes, where will your guests be coming from? _____				
If yes, what is the approximate age group of your guests? _____				
Will CCPD need to be present at this event?    Yes    No				
<b>Cancellation Policy:</b> All events must be cancelled through the Scheduling Office at least 1 working day in advance. Cancellation through the Scheduling Office is for information only, and does not cancel food service, facilities set-up requests, or off-campus vendors.				

<b><u>Section #2: Facilities Management</u></b> Please use the additional space on the reverse side of this form to draw a set up diagram or list any additional information regarding your set up needs.				
<b>Seating Needed for:</b>		(number of participants)		
<b>Seating Style:</b>	Auditorium	Classroom	Conference	U-Shaped    Circular
Other (please describe):				
<b>Tables Needed</b> (check all that apply and please list number needed):		Registration:	Display:	
Speaker(s):	Food:	Activity:	Other(please describe):	
<b>Equipment Needed</b> (check all that apply):		Podium	Sound System	iPod Cord    Risers (# needed ___)
			CD Player	Tent (1- 10x10)
Microphones (please indicate type and number needed):		Cordless Mic	Corded Mic	Lavaliere Mic
Other Equipment(please describe):				
<b>Note: All multimedia equipment (including screens, projectors, and laptops) must be reserved through the Media Center at x3712</b>				

<p><b><u>Facilities Management</u></b></p> <p>Please note that set-up requests must be submitted to Facilities Management 2 weeks prior to your event date, if your event requires the set up of tables, chairs, sound system, etc. This form serves as the first step in the set up request process. If additional information or paperwork is required for this event you will be contacted by the Office of Campus Scheduling or the Office of Facilities Management. Requests will be processed on a first-come first-serve basis. Requests for changes made after 3pm prior to the date of the event may not be honored.</p>
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**Please use this area to draw a set-up diagram or list any additional set-up needs below:**

**Cancellation Policy:** If your event is cancelled, you must notify Facilities Management of the cancellation of your set up request at least 1 working day in advance of the scheduled date of your event.

**Facilities Management Cancellation Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sodexo Food Service** Please Note: Sodexo is the exclusive foodservice provider for Columbia College.

Service Needed:

Budget Account #:

Approved by:

Date:

**Cancellation Policy:** Cancellations must be approved by both the organization's representative and the food service manager with at least 3 days advance notice. Cancellations are subject to charges for expenses incurred prior to cancellation. If 3 days notice is not given, the organization may be subject to total balance due. Increases or decreases in estimated number must be given to the food service manager with 3 days notice. The organization will be billed for the estimated number or actual attendance, whichever is greater.

**Food Service Cancellation Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This section to be completed by Campus Scheduling Office Only:**

Date Received:

Confirmation #:

Advisor Approval Received:

CCPD Notified:

Student Activities Approval Received:

Facilities Notified:

Sodexo Approval Received if Dining Hall Tables Requested: