

EVENT PLANNING FORM

Event Name _____

Sponsored By: _____

Date Submitted _____

Building _____

Room(s) _____

EVENT DATES AND TIMES:
Please use **ACTUAL STARTING** and **ENDING** times for event.
(Times listed will be the times published)
If using the same set-up/room over multiple days, you may use the same form

Date(s) _____	Time _____	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	To Time _____	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.
Date(s) _____	Time _____	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	To Time _____	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.
Date(s) _____	Time _____	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	To Time _____	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.

What time do you need access to the space? (ex: decorating):
Please submit separate form for rehearsals.
(Subject to approval)

Date _____	Time _____	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.	To Time _____	<input type="checkbox"/> A.M.	<input type="checkbox"/> P.M.
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Please attach a rough draft of the itinerary or program for your event.

SERVICES REQUESTED:
See organizational checklist for event planning on second page.

CUSTOMER INFORMATION:

Reserved By _____

Contact Person(s) _____

Faculty/Staff Advisor _____

Email _____

Telephone (_____) _____ P.O. _____

ON-CAMPUS OFFICE/ORGANIZATION:

Charge Acct. # *(required)* _____

(All events are subject to setup and service charges)

☐ List event on Concordia's online calendar

For more information regarding event setup, please call the Campus Events Manager on Duty at (701) 730-8310.

FOR OFFICE USE ONLY

RESERVATION # _____ WORK ORDER NEEDED _____

Approved _____ Date _____

COPIES TO:

Event Book

Building Supervisor

Boiler Plant

☐ DMS – Sound

☐ DMS – Video

☐ Concessions

☐ Catering

☐ Lights

☐ Telecom

☐ Deliveries

☐ Grounds

☐ Electrical

☐ Security

☐ Music

☐ FFCT

☐ Athletics

☐ Parking

☐ Other _____

Revisions *(Initial/Date)* _____

ROOM DIAGRAM *(required)*

If submitted without a Room Diagram, Campus Events will provide you with a best fit.

Organizational Checklist for Event Planning

Complete the checklist for services and/or equipment you are requesting. If you have any questions regarding the details of an event, please contact the Campus Events Scheduling Coordinator at (218) 299-3729 or roomres@cord.edu.

(Check all that apply)

☐ Room Setup

Estimated number of attendees _____

CHAIR DESIGN:

LECTURE/CONCERT STYLE:

- ☐ Straight rows ☐ Offset rows

MEETING/BANQUET TABLE DESIGN:

- ☐ Conference Square – Open middle
☐ U-Shape Conference
☐ 5-foot round tables
 ☐ 6 Chairs or ☐ 8 Chairs
☐ 8-foot rectangle tables
☐ Classroom style – Tables with chairs on one side
☐ Director style – Closed middle

OTHER TABLES:

(For tablecloths and skirting, please check with Catering by Concordia)

- ☐ **Catering table.** (Quantity beside type)
 ☐ 8-foot _____ ☐ 6-foot _____ ☐ 4-foot _____
 ☐ Serpentine (1 = ¼ circle) _____
 ☐ Half Round _____ ☐ Cocktail: TALL _____ SHORT _____
 ☐ Oval Table

☐ **Registration table.** (Quantity beside type)

- Chairs _____
☐ 8-foot _____ ☐ 6-foot _____ ☐ 4-foot _____

☐ **Other table.** (Quantity beside type)

- Chairs _____
☐ 8-foot _____ ☐ 6-foot _____ ☐ 4-foot _____

☐ Knutson Centrum Stage

☐ Size: (W) _____ (D) _____ (H) _____

(Available Sizes, w x d x h: "Chapel Size" (12' x 8' x 16"); 8' x 4' x 8"; 8' x 4' x 16"; 8' x 8' x 16"; 12' x 8' x 16"; 20' x 8' x 16"; 24' x 12' x 16"; 24' x 16' x 16")

- ☐ Black surface ☐ Carpeted surface

☐ Memorial Auditorium Stage

(Many different available sizes and options.)

Steps on _____ side _____

☐ Size: (W) _____ (D) _____ (H) _____

- ☐ Black surface (shiny)
☐ Carpeted surface
☐ Handicap ramp (Memorial Auditorium only)

☐ Special Equipment

- ☐ Podium
☐ Curtains backdrop and/or side 16-foot velour
☐ Curtains 8-foot display
☐ Floor cover (Memorial Auditorium only)
☐ Laptop cart (Jones A,B,C,D)
☐ Roll and fold stage deck
☐ White board ☐ Chalkboard ☐ Coat racks
☐ Piano (Professional movers required for pianos on a stage- extra charge)
☐ Risers
 Height _____ Number _____
Sound shells (Memorial Auditorium only)
 ☐ Floor rolling
Choral risers
 ☐ Three-step ☐ Four-step
Stage skirtings
 ☐ Attached ☐ Unattached (pipe and rail)

☐ Catering by Concordia

Call (218) 299-4271 or email catering@cord.edu

Please contact Catering by Concordia prior to completing this form to arrange for food, beverage and table linen/skirting needs.

- ☐ Food
☐ Table linens/ skirting
(3 week lead time preferred)

Please do not place your order on this form.

☐ Concessions

☐ Telecom Services

- ☐ Basic desk phone: _____ Quantity _____
☐ Group speaker phone: _____ Quantity _____
☐ Need temporary telephone number activated
Date _____ Location _____
Start time _____ End time _____

☐ Facilities Management Arrangements

☐ BUILDING SERVICES:

- ☐ Total garbage cans (#) _____
☐ Large or ☐ Small
☐ Other _____

☐ DELIVERIES:

- ☐ Delivery time _____
☐ Pickup time _____
☐ Delivery. Item(s) _____

☐ PARKING SERVICES:

- ☐ Barricades. Time _____
☐ Other _____

☐ GENERAL CONSTRUCTION (CARPENTRY):

☐ GROUNDS SERVICES (OUTDOOR EVENTS):

☐ ELECTRICAL SERVICES:

☐ BOILER PLANT: MA (Air handlers off – concert mode)

Start time: _____ End time: _____

☐ Event Security

(May be required by Director of Public Safety.)

- ☐ Additional security officer on duty
☐ Parking attendants
☐ Bus transportation arrangements
☐ FM ambulance

☐ DMS (Olin) – Sound Services

ccmsound@cord.edu

(Please call DMS Sound prior to completing this form – (218) 299-4627.)

(All equipment is subject to availability)

Sound check required? ☐ Yes ☐ No

Scheduled: date _____ time _____

(Sound Services staff will determine if this is possible)

SPECIFIC MICROPHONE TYPE OR USE

(Subject to availability. If possible, make note of location on room diagram)

- ☐ Podium Microphone: _____ Quantity _____
☐ Handheld Corded: _____ Quantity _____
☐ Handheld Wireless: _____ Quantity _____
☐ Table Top: _____ Quantity _____
☐ Head-Worn Wireless: _____ Quantity _____
☐ iPod playback ☐ CD playback ☐ Record – Audio
☐ Laptop Sound
Provide details: _____

☐ DMS (Olin) Video Services/Technology

ccmsound@cord.edu

(Please call DMS Video prior to completing this form – (218) 299-4202.)

- ☐ Single Camera
☐ Multi Camera (Contact DMS with specifics 299-4202)
☐ Video Projection (LCD Projector)
☐ Screen: ☐ 9x12 ☐ 6x8
☐ Laptop Computer
☐ Video: ☐ DVD ☐ Other format
☐ PowerPoint: ☐ YES ☐ NO
☐ Webcast

☐ Tech Assistance Needed

- ☐ On-site tech assistance – additional fee
☐ Tech consultation/tutorial
 8-5 p.m. Monday-Friday – no charge
☐ Tech assistance not needed

☐ Campus Lights

(Please call Campus Lights to confirm any special lighting needs after completing this form – (218) 299-3775.)

- ☐ Stage lighting
☐ Other _____

(All equipment is subject to availability)

CONCORDIA
COLLEGE

OTHER SPECIFIC DETAILS:

(i.e., additional time needed for setup, teardown, etc. Include details.)

Email this event planning form to the Campus Events Scheduling Coordinator
at roomres@cord.edu no later than three weeks prior to the event.