

EVENT PLANNING FORM

Event Name _____
 Sponsored By: _____
 Date Submitted _____
 Building _____
 Room(s) _____

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.

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 _____ A.M. P.M. To Time _____ A.M. P.M.
 Date(s) _____ Time _____ A.M. P.M. To Time _____ A.M. P.M.
 Date(s) _____ Time _____ A.M. P.M. To Time _____ A.M. P.M.

What time do you need access to the space? (ex: decorating):

Please submit separate form for rehearsals.

(Subject to approval)

Date _____ Time _____ A.M. P.M. To Time _____ A.M. P.M.

Please attach a rough draft of the itinerary or program for your event.

SERVICES REQUESTED:

See organizational checklist for event planning on second page.

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

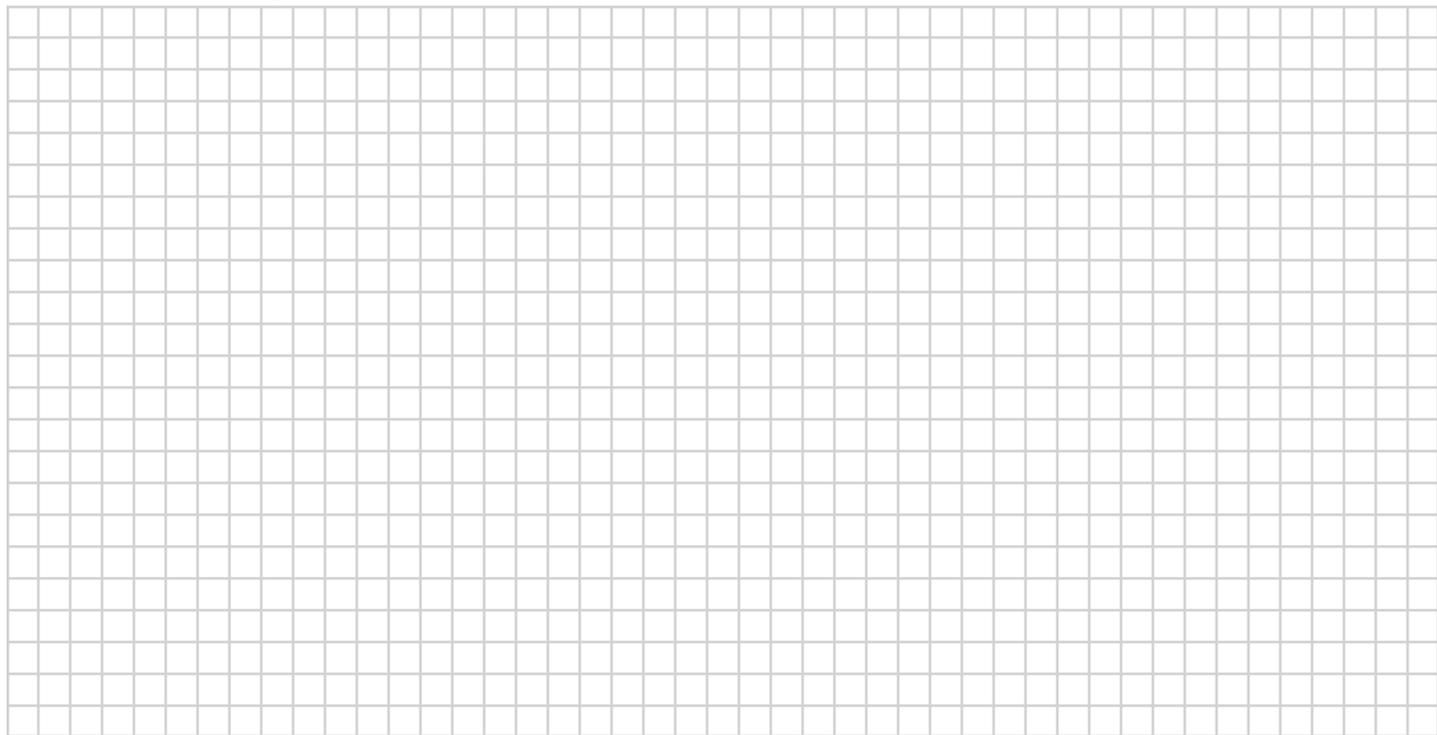
Security Music FFCT Athletics Parking

Other _____

Revisions (Initial/Date) _____

ROOM DIAGRAM (required)

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



Setup information must be documented on this form at least **three weeks** before the event is to take place. Be clear and concise with your request. Any changes to the original request must be communicated to the Campus Events Scheduling Coordinator via email or phone. Please do not resubmit this form. Campus Events is not responsible for the changes unless we have been notified in advance.

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)

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.