



# Event Planning Request Form

**Campus Administration Only**

Date: \_\_\_\_\_

Received By: \_\_\_\_\_

The campus has implemented a new procedure for using F222/223. Please see the information below:

Please go to the link listed below to pull up the Homestead Campus request forms.

<http://www.mdc.edu/homestead/campus-information/campus-services.aspx>

- Room Reservation and set-up for F222/F223 and F212 is done through Campus Administration
- All Classroom Reservations are done through Diana Pabon at Ext. 7-5030 or [dpabon@mdc.edu](mailto:dpabon@mdc.edu) in room A106
- AV Equipment and Technicians is ordered through HCTS
  - This includes flip charts, media cart, projector, laptop, microphone, overhead projector, pictures, and videography.
- Catering is ordered through Chartwells Ext.7-2119 located at Kendall Campus or outside vendor  
(Campus President must approve catering menu and quote)
  - They have a menu online <http://www.dineoncampus.com/mdc/show.cfm?cmd=catering>
  - Caterers must be asked to provide the food table covers and skirting.
  - Make sure to order more food than the number of people attending, coffee station, utensils, plates and cups, indicate if china or disposable.
- **Please note:** The department hosting the event is responsible for bringing their own posters, easels, flowers, center pieces, balloons, Student Ambassadors and other decorations.
  - Posters/Printing is done through our Quick Copy Center by Winston Rudolph at Ext. 7-5300 or [wrudolph@mdc.edu](mailto:wrudolph@mdc.edu) in room B136
  - Poster Placements are done by department's staff or personnel

**\*\*The Campus President must be notified if a celebrity, dignitary and/or elected official is expected to visit the campus.**



This form should only be submitted for the use of the **Event Room, Conference Rooms and Open Spaces.**

A confirmation e-mail will be sent within 72 hours upon receipt of this form if the event is approved and all areas of this form are completed. If all work requests are not submitted within five (5) working days prior to the event, the event will be cancelled. ***Departments requesting to use the facilities on the weekends will automatically be charged for custodial services.***

**ALL INFORMATION ON THIS FORM IS REQUIRED**

Date Submitted to Room B-216: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Event Starting Time: \_\_\_\_\_ Event Finishing Time: \_\_\_\_\_

Room # or Area: \_\_\_\_\_ Classroom requests should be e-mailed to [dpabon@mdc.edu](mailto:dpabon@mdc.edu).

Name of Event: \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_

Requestor Name: \_\_\_\_\_ Requestor's E-mail: \_\_\_\_\_

Name of MDC Department Head hosting this event: \_\_\_\_\_

Type and Purpose of Activity: \_\_\_\_\_

**Note: There should be a minimum of two hours between events for clean-up. Back to back events will not be permitted.**

**Attendance: Please check all that applies.**

Will MDC be partnering with another organization for this event? ☐ YES ☐ NO

**If yes, please give the organization's name and contact:** \_\_\_\_\_

Do you have a potential guest speaker in mind for this event? ☐ YES ☐ NO

**If yes, please give Potential Guest Speaker(s) name(s): \*** \_\_\_\_\_

***\*If the guest speaker(s) is a celebrity, dignitary and/or elected official, the President's office must be notified first to determine who will be extending the formal invitation. This requires 4-6 weeks lead time.***

**If you have answered yes to either of the previous questions a meeting will be initiated by the President's Office.**

Will your guests be?

Community members/organizations ☐ YES ☐ NO

MDC employees YES ☐ NO ☐

Other educational institutions ☐ YES ☐ NO

College wide or District employees YES ☐ NO ☐

Elected Officials (See Below) ☐ YES ☐ NO

Students YES ☐ NO ☐



**Public Relations & Miscellaneous: Please check all that applies.**

Does this event require a press release? ☐ YES ☐ NO

**If yes, the President's Office must have the information 4-6 weeks prior.**

Does the event require posters or flyers? ☐ YES ☐ NO

**If yes, attach the document or copy of work order submitted to the Copy Center in B-136.**

Does the event require Public Safety? ☐ YES ☐ NO

**If the guests that are attending your event are not MDC employees or students please answer yes to this question.**

Does the event require Ambassadors to usher guests to the event room? ☐ YES ☐ NO

**If yes, please contact the Student Life department to make this request [nbryant@mdc.edu](mailto:nbryant@mdc.edu) or (305) 237-5065.**

Does the event require VIP Parking? ☐ YES ☐ NO

**If yes, you may e-mail your request for no more than 10 VIP parking spaces to [tacosta1@mdc.edu](mailto:tacosta1@mdc.edu)**

**Room Logistics: Please check all that applies.**

Will you require Catering Service? ☐ YES ☐ NO

Has the Campus President approved the Catering Services (**Please note if not approved by Campus President you are not allowed to contact Chartwell's Culinary Services**)? ☐ YES ☐ NO

**If yes, you may contact Chartwell's Culinary Services at (305) 237-2119 or an offsite caterer of your choice.**

Will you need AV/Media Services? ☐ YES ☐ NO

**If yes, send your request to CTS online at [http://www.mdc.edu/homestead/forms\\_all.asp](http://www.mdc.edu/homestead/forms_all.asp)**

Will you need Linen Table Covers and Skirts? ☐ YES ☐ NO

**If yes, the hosting department is responsible for table covers and skirts. Please be advised that we do not provide table covers and this cost should be covered by the department organizing the event.**

**What type of set-up do you need? Please check all that applies.**

Will you need food/beverage tables? \*\* ☐ YES ☐ NO Quantity \_\_\_\_\_

Will you need Theater Style chair set-up? \*\* ☐ YES ☐ NO Quantity \_\_\_\_\_

Will you need Rectangular Tables? \*\* ☐ YES ☐ NO Quantity \_\_\_\_\_

Will you need Round Tables (F222/223 fits up to 21 round tables)? \*\* ☐ YES ☐ NO Quantity \_\_\_\_\_

Will you need extra rectangular table(s) for Registration or Information? \*\* ☐ YES ☐ NO Quantity \_\_\_\_\_

Will you need a changing room/storage for entertainment vendor? ☐ YES ☐ NO

**If yes, please make arrangements by contacting Campus Administration at (305) 237-5114 or (305) 237-5136.**

Are you requesting that the President's Office provide flowers/decorations for this event? ☐ YES ☐ NO

**If yes, please contact [imarin@mdc.edu](mailto:imarin@mdc.edu) to make your request.**



**THE HOSTING DEPARTMENT IS RESPONSIBLE FOR CHECKING THEIR EVENT SET-UP AT LEAST AN HOUR PRIOR OF THEIR EVENT.**

***\*\*Please bubble all items required for your event on the diagram attached for F222/223.***

***\*Please be aware if set-up is not sent at least two (2) weeks in advance, MDC reserves the right to cancel your event.***

***SERVICES REQUESTED: You are responsible for sending work requests to Homestead Campus Technology Services (HCTS), Campus Services, Campus Administration, President's Office and Chartwell's Culinary Services after this request has been approved and in a timely manner as well as notifying them of any changes and/all cancellations.***

PLEASE LEAVE THE FACILITY IN THE SAME CONDITION YOU FOUND IT. NAILS, TACS AND TAPE ON THE WALLS AND ON THE CEILING ARE NOT PERMITTED. REMOVAL OF CHAIRS AND RE-ARRANGING OF FURNITURE IS NOT PERMITTED WITHOUT A WORK ORDER.

YOUR RESERVATION IS NOT CONFIRMED UNTIL YOU RECEIVE AN APPROVAL RECEIPT.


Requestor Signature: \_\_\_\_\_

Chairperson/Area Director Signature: \_\_\_\_\_

Campus President's Office Approval Signature: \_\_\_\_\_



Please bubble all items required for your event



- ☐ Stage Table
- ☐ Speakers Table

☐ Extra A Table

HCTS

**U-Shape**  
☐ 20 Tables/40 Chairs  
 or  
**U-Shape with Room Divider**  
☐ 6 Tables / 12 Chairs  
☐ 10 Tables/ 20 Chairs

**Theater Style**

☐ Up to 200 Chairs **Qty:** \_\_\_\_\_

**Rectangular Tables**

*\*Must submit visual*




Registration Table	Registration Table
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Food /Beverage Tables	Food /Beverage Tables
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