FAU STUDENT UNION EVENT REQUEST FORM- EXTERNAL CLIENTS

_____
Date Received:

EMS#_____

Organization Name: _____

☐ Commercial   ☐ Non Profit (5013C required)   ☐ Tax Exempt (DR 14 required)

Organization Address:_____

Requestor Name: _____ Requestor Phone: _____Requestor Email: _____

Event Name: _____ Event Date: _____

Reservation Start: _____   Event Start: _____   Event End: _____   Reservation End: _____
Facility management reserves the right to adjust setup and clean-up to accommodate usage needs.

If this is a series, please list other dates that event will occur

Please give a detailed description of your event.

Proposed Location: _____**Requested room may not be available. A comparable room may be substituted.**

# of FAU attendees: _____   #of Non-FAU attendees_____   Total Attendees _____

Please provide as close an estimate as possible to aid in determining the appropriate location for your event.
_____

Event Details: Check all that may apply during this event

Food/Beverages ☐ Chartwells ☐ Food Waiver* **Must be approved by Business Services 561-297-4041 and EH&S 561-297-3829**

☐ Media/Press Involved ☐ Fundraiser ☐ Tickets to be sold ☐ Merchandise to be sold ☐ Donations will be accepted

☐Alcohol * **Events/Programs involving alcohol must be submitted a minimum of 21 business days in advance**

Please list any VIPs or Special Guests that are expected to be in attendance:

Please list any co-sponsoring organizations:

Setup and Equipment Needs:

Setup Style: ☐ Banquet ☐ Classroom ☐ Lecture ☐ Theatre ☐ Exhibit ☐ Conference_____
_____
Equipment:
☐ Stage ☐ Podium ☐ Dry Erase Board w/Markers ☐ Chairs – Quantity_____   ☐ Classroom Tables – Quantity_____

☐ 6ft. Tables – Quantity_____ ☐ Round Tables – Quantity_____ ☐ High Top Tables – Quantity_____   ☐ Other–_____
_____
Audio/Video Equipment:
☐ Corded Microphone – Quantity_____ ☐ Wireless Microphone – Quantity_____   ☐ Projector ☐ Laptop ☐ Projection screen
☐ Laptop – Speakers ☐ TV/DVD Player ☐ Stereo/CD Player ☐ Other–_____
_____
Signatures of Approval and Acknowledgement:

_____   _____
Non-FAU Requestor Signature and Date   Student Union Acknowledgement Signature and Date