



# CALENDAR DATE REQUISITION (CDR-Page 1) FOR STUDENT ORGANIZATIONS

Please do not write in this box

### DIRECTIONS:

- ❶ To request a room for meetings, complete Section A only.  
To schedule all other events or activities, review and complete Sections B, C and D and attach club minutes approving the event/activity
- ❷ Obtain the signature of the faculty adviser who will supervise and attend the entire event.
- ❸ Return the completed form to the Student Development Office at least 2 weeks in advance of the event.
- ❹ After approval review, the Student Development Office will return this form to the organization.

TODAY'S DATE: \_\_\_\_\_

**NAME OF STUDENT ORGANIZATION:** \_\_\_\_\_

STUDENT RESPONSIBLE: \_\_\_\_\_ PRINT FACULTY ADVISER'S NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ ADVISOR'S SIGNATURE: \_\_\_\_\_ indicates that this

EMAIL: \_\_\_\_\_ adviser will supervise & attend this entire event. ADVISOR'S CAMPUS PHONE EXT.: \_\_\_\_\_

### Section A – MEETINGS ONLY - ROOM REQUEST

(No food is allowed in classrooms – Adviser is responsible for opening/closing the room)

❶ DAY OF WEEK (Monday, Tuesday, etc.): \_\_\_\_\_ ❷ SEMESTER: \_\_\_\_\_

❸ LIST DATES BY MONTHS:

Jan. _____	July _____
Feb. _____	Aug. _____
Mar. _____	Sept. _____
Apr. _____	Oct. _____
May _____	Nov. _____
June _____	Dec. _____

MEETING TIME REQUESTED:

❹ Beginning time: \_\_\_\_\_

❺ Ending time: \_\_\_\_\_

MEETING ROOM REQUESTED:

❻ (List 1<sup>st</sup> and 2<sup>nd</sup> choices)

1<sup>ST</sup> \_\_\_\_\_

2<sup>ND</sup> \_\_\_\_\_

(This section to be completed by Student Development Office)

MEETING ROOM ASSIGNED:

SDO Scheduler: \_\_\_\_\_

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

### Section B – ALL OTHER EVENTS EXCEPT EXCURSIONS

❶ TYPE OF EVENT: \_\_\_\_\_

❷ EVENT DATE(S): \_\_\_\_\_

❸ EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_ SET-UP NEEDED BY: \_\_\_\_\_

❹ LOCATION REQUEST: (Contact Student Development staff to check availability of Activities Center & Library Lawn): \_\_\_\_\_

❺ WILL FOOD BE SERVED OR SOLD AT THIS EVENT?  No  Yes - IF YES, complete a "Food Concession Form"

❻ WILL THERE BE ANY GUEST SPEAKERS AT THIS EVENT?  No  Yes - IF YES, provide info to Student Development Office

❼ WILL LITERATURE BE DISTRIBUTED AT THIS EVENT?  No  Yes - IF YES, complete a "Statement of Responsibility"

❽ WILL AMPLIFIED SOUND BE USED AT THIS EVENT?  No  Yes - IF YES, complete a "Sound Agreement"

PLEASE REVIEW SECTIONS ON PAGE 2 **continued on other side of this form**

(This section to be completed by Student Development Office)

RECEIVED: \_\_\_\_\_

EVENT SCHEDULED? \_\_\_\_\_

Comments:

SDO Scheduler: \_\_\_\_\_

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

### APPROVAL OF THE EVENT

EVENT APPROVED

EVENT NOT APPROVED

Director Of Student Development: (signature): \_\_\_\_\_ Date: \_\_\_\_\_

- Copy Distribution:
- Original - Student Development Office (3 copies made & distributed)
  - ICC Adviser (for posting on ECC website calendar)
  - Student Organization Adviser
  - Student Organization

**Section C – THINGS YOU MAY REQUEST FOR YOUR EVENT**

**PLEASE REVIEW THIS SECTION - mark "X" in box when appropriate**

(Arrangements to be made by Student Development if requested 2 weeks in advance – availability permitting)

- TABLES** how many? \_\_\_\_\_ (folding tables 3'x6') For Act. Center events only: square: # \_\_\_\_\_ round: # \_\_\_\_\_
- CHAIRS** how many? \_\_\_\_\_ (blue plastic folding chairs will be set up unless otherwise specified)
- LARGE TRASH CANS** (especially if food is served) specify # \_\_\_\_\_
- SMALL GRAY PARTITIONS** on wheels - specify # \_\_\_\_\_ (2 max.) available for Act. Center & Library Lawn events only
- LARGE GRAY PARTITIONS** on wheels - specify # \_\_\_\_\_ (3 max.) available for Activities Center events only
- CASH BOX** to be checked out at Student Development Office
- HELIUM FOR BALLOONS** – helium tank located in Act. Center storage room can only be used during open building hours. (Your organization must provide balloons & ribbon)

**PLEASE SPECIFY ANY SPECIAL SET-UP ARRANGEMENTS & ATTACH DIAGRAM IF POSSIBLE:**

\_\_\_\_\_  
\_\_\_\_\_

- ▶ **CLEAN-UP AFTER EVENT** – Your organization is responsible for disposing of surface litter & event decorations in proper receptacles. Special arrangements may be made to have staff clean up after large events (Note: staffing charges may apply). Contact Student Development personnel to determine if staff clean up is needed for your event.
  - ▶ **SPECIAL PARKING OR DRIVING ON CAMPUS TO UNLOAD GEAR** – Contact Campus Police (310) 660-3100
  - ▶ **EVENT SECURITY** – Large events and those involving public attendance may require Campus Police security. Contact Student Development personnel to determine if security is needed for your event. Staffing charges will apply.
  - ▶ **AUDIO-VISUAL EQUIPMENT** – Your **ADVISER** must contact **MEDIA SERVICES (x6712) office to set-up AV equipment** MEDIA SERVICES must be contacted to set up and break down sound equipment **and** they must remain in attendance during your event. If Media Services personnel is not available, Center for the Arts personnel may be available to provide this service as well (staffing charges will apply). Contact Student Development personnel to arrange for Center for the Arts staffing. **AMPLIFIED SOUND ON THE OUTDOOR STAGE or LIBRARY LAWN** may **only** be scheduled on Tuesdays & Thursdays from 1-2pm ONLY. An Amplified Sound Agreement Form must be filled out and approved prior to your event.
  - ▶ **CAMPUS THEATER, MARSEE AUDITORIUM OR RECITAL HALL ARRANGEMENTS** – A special form for Center for the Arts venues must be completed by your organization & Theater Manager 4 weeks prior to event (staffing fees may apply). See Student Development personnel for Center for the Arts venue paperwork.
  - ▶ **OFF-CAMPUS EVENTS** – Review "Guidelines for Excursions" and complete "Excursion Approval Form & Waivers"
- NO SPECIAL ARRANGEMENTS ARE NEEDED** – FACILITY WILL BE USED AS IS

(This section to be completed by Student Development Office)

REQUEST RECEIVED: \_\_\_\_\_

WORK ORDER NUMBER: \_\_\_\_\_  
SDO Scheduler: \_\_\_\_\_  
Date: \_\_\_\_\_

NOTICE POSTED ON SDO BOARD: \_\_\_\_\_

Club Account # for staffing charges: \_\_\_\_\_

COMMENTS:

**Section D – MONEY – PROFITS & EXPENSES**

**MONEY COLLECTED** – arrangements to be made by student organization or adviser 2 weeks before event

- ▶ **FUNDRAISERS** – money from ticket sales, fundraising activities and donations **must** be deposited in the club's account **immediately after the event**. Go to the Cashier's window to make deposits and to check out a receipt book.
- ▶ **VENDORS / OFF-CAMPUS SELLERS** – VENDOR'S ARE NOT PERMITTED TO SELL ITEMS/SERVICES ON CAMPUS

**EVENT EXPENSES** – arrangements to be made by student organization or adviser 2 weeks before event

- ▶ **ALL EXPENSES** must be approved by the organization ahead of time and recorded in the meeting minutes. The minutes must be signed by the adviser and club president and a copy provided to the Student Development Office.
- ▶ **PERFORMERS** – contract needed even if there is no charge for services – see staff in Student Development Office to facilitate paperwork
- ▶ **CASH, REIMBURSEMENTS OR PURCHASES** – see staff in Student Development Office to facilitate paperwork

(This section to be completed by Student Development Office)

COMMENTS: