



EL CAMINO COLLEGE – OFFICE OF STUDENT DEVELOPMENT  
**CALENDAR DATE REQUISITION (CDR – PAGE 1)**  
 FOR STUDENT ORGANIZATIONS

- DIRECTIONS:**
- ➊ 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
  - ➋ Obtain the signature of the faculty adviser who will supervise and attend the entire event.
  - ➌ Return the completed form to the Student Development Office at least 2 weeks in advance of the event.
  - ➍ 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. ADVISER'S CAMPUS PHONE EXT.: \_\_\_\_\_

*Section A – MEETINGS ONLY - ROOM REQUEST*  
 (No food is allowed in classrooms – Adviser is responsible for opening/closing the room)

- ➊ DAY OF WEEK (Monday, Tuesday, etc.): \_\_\_\_\_ ➋ SEMESTER: \_\_\_\_\_
- ➌ LIST DATES BY MONTHS: Jan. \_\_\_\_\_ July \_\_\_\_\_  
 Feb. \_\_\_\_\_ Aug. \_\_\_\_\_  
 Mar. \_\_\_\_\_ Sept. \_\_\_\_\_  
 Apr. \_\_\_\_\_ Oct. \_\_\_\_\_  
 May \_\_\_\_\_ Nov. \_\_\_\_\_  
 June \_\_\_\_\_ Dec. \_\_\_\_\_

MEETING TIME REQUESTED:

- ➍ Beginning time: \_\_\_\_\_  
 ➎ Ending time: \_\_\_\_\_

MEETING ROOM REQUESTED: ➔

➏ (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*

- ➐ TYPE OF EVENT: \_\_\_\_\_
- ➑ EVENT DATE(S): \_\_\_\_\_
- ➒ EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_ SET-UP NEEDED BY: \_\_\_\_\_
- ➓ LOCATION REQUEST: (Contact Student Development staff to check availability of Activities Center & Library Lawn): \_\_\_\_\_
- ➔ WILL FOOD BE SERVED OR SOLD AT THIS EVENT?  No  Yes - IF YES, complete a "Food Concession Form"
- ➕ WILL THERE BE ANY GUEST SPEAKERS AT THIS EVENT?  No  Yes - IF YES, provide info to Student Development Office
- ➖ WILL LITERATURE BE DISTRIBUTED AT THIS EVENT?  No  Yes - IF YES, complete a "Statement of Responsibility"
- ➗ 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)
- EXTENSION CORDS** - To be checked out at Stu. Dev. Office - specify # \_\_\_\_\_ & length needed \_\_\_\_\_ feet
- MICROPHONES** (4 max.) – specify: # \_\_\_\_\_ fixed on mic. stand and # \_\_\_\_\_ removable from stand and # \_\_\_\_\_ on podium
- CD PLAYER** set up with p.a. system & speakers
- CASSETTE TAPE PLAYER** set up with p.a. system & speakers
- P.A. SYSTEM** with speakers (staff will determine which p.a. system will be set up unless specified)
- AMPLIFIED SOUND ON THE OUTDOOR STAGE** - You must sign an "Agreement" that the amplified sound level at the event will not exceed 90 decibels. An ASO representative will attend the event to monitor the sound level.
- 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).
- ▶ **SPECIAL PARKING OR DRIVING ON CAMPUS TO UNLOAD GEAR** – Contact Campus Police (310) 660-3100
- ▶ **AUDIO-VISUAL EQUIPMENT** – Your adviser must contact Media Services office to check out AV equipment
- ▶ **THEATER, MARSEE AUDITORIUM OR RECITAL HALL ARRANGEMENTS** – A special form for Center for the Arts venues must be completed by organization & Theater Manager 4 weeks prior to event (staffing fees may apply)
- ▶ **OFF-CAMPUS EVENTS** – Review "Guidelines for Off-Campus Activities" 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: \_\_\_\_\_

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 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** – IF VENDORS WILL BE SELLING AT THIS EVENT, PLEASE CHECK THIS BOX  Your organization must contact the Bookstore Director to complete a "Vendor Agreement" form for each seller.

**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 – 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: