



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. 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)

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 1st and 2nd choices)

1ST _____

2ND _____

(This section to be completed by Student Development Office)

MEETING ROOM ASSIGNED:

SDO Scheduler: _____

Date: _____

Section B – ALL OTHER EVENTS EXCEPT EXCURSIONS

➊ TYPE OF EVENT: _____

➋ EVENT DATE(s): _____

➌ EVENT START TIME: _____ EVENT END TIME: _____ SET-UP NEEDED BY: _____

➍ LOCATION REQUEST: (Contact Student Development staff to check availability of Activities Center & Library Lawn): _____

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

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

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

➑ 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).
 - ▶ **SPECIAL PARKING OR DRIVING ON CAMPUS TO UNLOAD GEAR** – Contact Campus Police (310) 660-3100
 - ▶ **AUDIO-VISUAL EQUIPMENT** – Your ADVISER must contact MEDIA SERVICES (x6714) office to set-up AV equipment
 - MICROPHONES** (4 max.) – specify: # _____ fixed on mic. stand and # _____ removable from stand and # _____ on podium
 - CD PLAYER** set up with p.a. system & speakers
 - P.A. SYSTEM** with speakers (MEDIA SERVICES will determine which p.a. system will be set up unless specified)
 - AMPLIFIED SOUND ON THE OUTDOOR STAGE** – Scheduled on Tuesdays & Thursdays from 1-2pm ONLY. An Amplified Sound Agreement Form must be filled out and approved prior to your event. MEDIA SERVICES must be contacted to set up and break down sound 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 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: _____

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** – 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: