DIRECTIONS:

1. To request a room for meetings, complete Section A only.
2. To schedule all other events or activities, review and complete Sections B, C and D
3. Obtain the signature of the faculty adviser who will supervise and attend the entire event.
4. Return the completed form to the Student Development Office at least 2 weeks in advance of the event.
5. After approval review, the Student Development Office will return this form to the organization.

NAME OF STUDENT ORGANIZATION: _______________________________________________________

STUDENT RESPONSIBLE: ___________________________________________

PHONE #: ___________________________________________

EMAIL: _______________________________________________________

PRINT FACULTY ADVISER’S NAME: ___________________________________________

ADVISOR’S SIGNATURE: ___________________________________________

ADVISER’S CAMPUS PHONE EXT.: __________________________

TODAY’S DATE: ___________ ____________

**Section A – MEETINGS ONLY – ROOM REQUEST**

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

<table>
<thead>
<tr>
<th>DAY OF WEEK</th>
<th>SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Fall</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Winter</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Spring</td>
</tr>
<tr>
<td>Thursday</td>
<td>Summer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST DATES BY MONTHS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan.</td>
</tr>
<tr>
<td>May</td>
</tr>
<tr>
<td>June</td>
</tr>
</tbody>
</table>

MEETING TIME REQUESTED:

<table>
<thead>
<tr>
<th>Beginning time</th>
<th>Ending time</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>12:00 PM</td>
</tr>
</tbody>
</table>

MEETING ROOM REQUESTED:

<table>
<thead>
<tr>
<th>1ST</th>
<th>2ND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room A</td>
<td>Room B</td>
</tr>
</tbody>
</table>

SDO Scheduler: ___________

Date: ___________

**Section B – ALL OTHER EVENTS EXCEPT EXCURSIONS**

TYPE OF EVENT: ________________________________

EVENT DATE(s): _____________________________

EVENT START TIME: __________

EVENT END TIME: __________

SET-UP NEEDED BY: ___________________________

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”

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

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

Student Development Office – Revised 3/16/09
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)

☐ SMALL TRASH CANS (especially if food is served) specify #____

☐ LARGE 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

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)

REQUEST RECEIVED:

WORK ORDER NUMBER:

SDO Scheduler:

Date:

NOTICE POSTED ON SDO BOARD:

COMMENTS: