**CALENDAR DATE REQUISITION (CDR – PAGE 1)**

**FOR STUDENT ORGANIZATIONS**

**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.

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**NAME OF STUDENT ORGANIZATION:**

STUDENT RESPONSIBLE: ____________________________________________

PHONE #: __________________________________________________________

EMAIL: _____________________________________________________________

PRINT FACULTY ADVISER’S NAME: _____________________________________

ADVISOR’S SIGNATURE: ____________________________________________

ADVISOR’S CAMPUS PHONE EXT.: __________________________

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**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 (Monday, Tuesday, etc.):</th>
<th>SEMESTER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. _____________________________</td>
<td></td>
</tr>
<tr>
<td>Feb. _____________________________</td>
<td>Aug. _______</td>
</tr>
<tr>
<td>Mar. _____________________________</td>
<td>Sept. _______</td>
</tr>
<tr>
<td>Apr. _____________________________</td>
<td>Oct. _______</td>
</tr>
<tr>
<td>May _____________________________</td>
<td>Nov. _______</td>
</tr>
<tr>
<td>June _____________________________</td>
<td>Dec. _______</td>
</tr>
</tbody>
</table>

**MEETING TIME REQUESTED:**

<table>
<thead>
<tr>
<th>Beginning time:</th>
<th>Ending time:</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________</td>
<td>________________</td>
</tr>
</tbody>
</table>

**MEETING ROOM REQUESTED:**

1ST ____________________________
2ND ____________________________

(This section to be completed by Student Development Office)

**MEETING ROOM ASSIGNED:** ____________________________

SDO Scheduler: __________

Date: __________

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

<table>
<thead>
<tr>
<th>TYPE OF EVENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT DATE(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EVENT START TIME:</th>
<th>EVENT END TIME:</th>
<th>SET-UP NEEDED BY:</th>
</tr>
</thead>
<tbody>
<tr>
<td>________________</td>
<td>________________</td>
<td>__________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION REQUEST: (Contact Student Development staff to check availability of Activities Center &amp; Library Lawn):</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________________________________________________________________________________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WILL FOOD BE SERVED OR SOLD AT THIS EVENT?</th>
<th>WILL THERE BE ANY GUEST SPEAKERS AT THIS EVENT?</th>
<th>WILL LITERATURE BE DISTRIBUTED AT THIS EVENT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- IF YES, complete a “Food Concession Form”
- IF YES, provide info to Student Development Office
- IF YES, complete a “Statement of Responsibility”

Please Review Sections on Page 2 continued on other side of this form

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**APPROVAL OF THE EVENT**

<table>
<thead>
<tr>
<th>EVENT APPROVED</th>
<th>EVENT NOT APPROVED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Director Of Student Development: (signature): ____________________________ Date: ____________________________

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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 2/11/09
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)
☐ 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

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

Comments: