

# STUDENT ROOM RESERVATION REQUEST FORM

(JAN 15 09)

PLEASE COMPLETE ALL FIELDS AND RETURN TO

OFFICE OF EVENT MANAGEMENT Student Center Room 112, (516)463-6631, Fax: (516)463-6520

New Request     Update Event/ Reservation Ref # \_\_\_\_\_

## ORGANIZATION INFORMATION

Organization \_\_\_\_\_

Budget# \_\_\_\_\_ Co-sponsoring organizations (if applicable) \_\_\_\_\_

Contact Name (Requestor) \_\_\_\_\_ Phone # \_\_\_\_\_

HOFSTRA E-MAIL ADDRESS \_\_\_\_\_

(Confirmation Notices are sent to this address)

## EVENT INFORMATION

Event Name \_\_\_\_\_

Event Type (CIRCLE ONE)

Exhibit                  Fundraiser                  Lecture/Speaker                  Party                  Workshop

Meeting(s)                  Movie                  Banquet/ Reception                  Performance/Show

Practice/Rehearsal                  Other (please specify) \_\_\_\_\_

Describe this Event \_\_\_\_\_

## EXPECTED ATTENDANCE

# Hofstra University Students \_\_\_\_\_ # Hofstra University Faculty/Staff/Administration \_\_\_\_\_

# Participants who are not members of Hofstra University \_\_\_\_\_

Total anticipated attendance (including presenters and event organizers) \_\_\_\_\_

## REQUESTED TIMES

Pre-Event Time (time you would like to enter event space to prepare for your event to begin) \_\_\_\_\_ AM/PM

Event Start \_\_\_\_\_ AM/PM          Event End \_\_\_\_\_ AM/PM

Post Event Time (time you expect to be done removing materials after your event) \_\_\_\_\_ AM/PM

## REQUESTED DATES

Day/Date(s) \_\_\_\_\_

Alternate Date Choices \_\_\_\_\_

Event Repeats:  Daily  Weekly  Every Other Week  Monthly

## SPACE/AREA PREFERENCE

Best Available \_\_\_\_\_ 1<sup>st</sup> CHOICE \_\_\_\_\_ 2<sup>nd</sup> CHOICE \_\_\_\_\_ 3<sup>rd</sup> CHOICE \_\_\_\_\_

## SPACE SETUP

CHOOSE ONE ROOM LAYOUT

Clear Room (No Furnishings)

Row (Chairs set side-by-side, facing front of room, w/ table and chair at the front)

Round Tables (6FT round tables w/ 8-10 chairs per table)

Classroom (6FT long tables w/ 3 chairs per table, facing front of room w/ table and chair at the front)

Conference (6FT long table(s) w/ chairs on both sides)

Hollow Square (6FT long tables arranged in a square shape conference table w/ 3 chairs per table, facing hollow center)

U-Shape (6FT long tables arranged in a U shape conference table w/ 3 chairs per table, facing center)

Circle (Chairs only, arranged in a full circle)

Semi-Circle (Chairs only, arranged in a semi-circle)

Other (Must provide diagram for this selection)

FURNISHINGS – CHOOSE QUANTITY FOR EACH ITEM

\_\_\_ Chairs                      \_\_\_ 6' Rectangle Tables                      \_\_\_ 6' Round Tables                      \_\_\_ Blackboard/Whiteboard  
\_\_\_ Coat Rack                      \_\_\_ Easel                      \_\_\_ Flip Chart                      \_\_\_ Stage/Table Skirts  
\_\_\_ Lectern/Podium                      \_\_\_ US/Hofstra Flag                      \_\_\_ Stage Section (6FT x 8FT, 24" High)  
\_\_\_ NO ITEMS NEEDED                      \_\_\_ Food Service Tables needed (if serving food)

SET UP INSTRUCTIONS \_\_\_\_\_  
\_\_\_\_\_

AUDIO/ VIDEO EQUIPMENT- CHOOSE QUANTITY FOR EACH ITEM

\_\_\_ CD player                      \_\_\_ DVD player                      \_\_\_ Cassette player                      \_\_\_ Video Cassette Recorder  
\_\_\_ Podium Banner                      \_\_\_ Portable Sound System (Describe below)                      \_\_\_ Slide Projector  
\_\_\_ Video/Audio Recording +                      \_\_\_ Video Projector (computer presentation)                      \_\_\_ Overhead Projector  
\_\_\_ AV Technician Presence                      \_\_\_ Wired Microphone                      \_\_\_ Wireless Microphone\*                      \_\_\_ Lapel Microphone\*  
\_\_\_ NO ITEMS NEEDED

\*AVAILABLE IN STUDENT CENTER, MONROE AND CULTURAL CENTER THEATERS, PLAZA ROOMS AND SOME CLASSROOMS  
+ EXTRA CHARGE APPLIES

AV INSTRUCTIONS \_\_\_\_\_

**OTHER EVENT INFORMATION**

Are there entrance or attendance fees?  YES  NO Advance price \$ \_\_\_\_\_ Door price \$ \_\_\_\_\_  
 Box Office- MONROE HALL                       Bar- HOFSTRA USA                       Hosting Guest Speaker  
 Stage Lighting- MONROE                       Dressing Room- MONROE                       Guest Photography Permitted  
 Live Entertainment –MONROE AND HOFSTRA USA                       Additional Equipment (describe below)  
Food Service?  YES  NO (CONTACT LACKMANN CULINARY SERVICES, x3-5395, TO ORDER FOOD)

SPECIAL EVENT INSTRUCTIONS \_\_\_\_\_

I HAVE COMPLETED ALL SECTIONS OF THE EVENT REQUEST FORM. I AM AWARE OF THE CANCELLATION POLICY. I WILL OBTAIN THE ADDITIONAL SIGNATURES IF NEEDED AND RETURN A COPY OF THIS FORM TO EVENT MANAGEMENT, OTHERWISE MY EVENT WILL BE CANCELLED. THE STATUS OF MY REQUEST WILL BE EMAILED TO ME WITHIN 3 BUSINESS DAYS.

YOUR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLEASE PROVIDE THE FOLLOWING ADDITIONAL SIGNATURES FOR:

- Events in Hofstra USA – Student and Leadership Activities (OLSA), Public Safety, Hofstra USA Manager
- Events in Monroe 142- Campus Programming Office, Public Safety (For Ticket Booth or Stage Lighting - Theater Manager)
- Events with Admission Fees- Campus Programming Office, Public Safety
- Events with Off-campus Speakers - Campus Programming Office, Public Safety
- Events that are Open to the Public- Campus Programming Office, Public Safety

Public Safety/Service Desk at the Hofstra Information Center, x36606 \_\_\_\_\_

Hofstra USA/ Matthew Quinn, 101D Phillips Hall, x37050 \_\_\_\_\_

Monroe Theater Manager/ Alan Pittman, 102B Adams Playhouse, x35445 \_\_\_\_\_

Choose the appropriate Campus Programming Office:

Student Leadership and Activities/ 263 Student Center, x36914 \_\_\_\_\_

Recreation Office/ Pat Montagano or John McNeilly, Recreation Center, x36926 \_\_\_\_\_

Multicultural and Intl Programs/ Ryan Greene or Pam Phayme, 242 Student Center, X36796 \_\_\_\_\_

OFFICE USE ONLY

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

DATE/TIME: \_\_\_\_\_

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