

STUDENT ROOM RESERVATION REQUEST FORM

(Revised August 5, 2009)

PLEASE COMPLETE ALL FIELDS AND RETURN TO

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

REMINDER: COMPLETING THIS FORM DOES NOT GUARANTEE A RESERVATION.

ORGANIZATION INFORMATION

Organization _____
Budget# _____ Co-sponsoring organizations (if applicable) _____
Contact Name (Requestor) _____ Phone # _____
HOFSTRA E-MAIL ADDRESS _____
(Confirmation Notice is sent to this address)

EVENT INFORMATION

Event Name _____
Event Type (CIRCLE ONE)
Banquet/Reception Conference/Symposium Festival Fundraiser
Exhibit Lecture/Speaker Meeting/Seminar Movie
Orientation Party Practice/Rehearsal Performance/Show
Live Entertainment/Concert Non-Academic Class/Workshop
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: Weekly Every Other Week Monthly

SPACE/AREA PREFERENCE

Best Available _____ 1st CHOICE _____ 2nd CHOICE _____ 3rd CHOICE _____

SPACE SETUP

CHOOSE ONE ROOM LAYOUT

- Clear Room (Room is set with little or no furniture)
 Theater (Room has fixed row style seating)
 Row (Room is set with chairs only set side-by-side, facing front of room. Podium or table included at front)
 Round Tables (Room is set with round tables. Each table can accommodate between 8 & 10 chairs comfortably)
 Conference (Existing table or a combination of tables used to form a solid conference table. Good for small group business meetings)
 Classroom (Room set to include seats with writing surface for all guests. In most cases, 6ft rectangle tables or a desk provide the writing surface)
 Circle (Room set with chairs only in a full circle configuration. Good for icebreaker activity or discussion)
 Semi-Circle (Room set with chairs only in a semi circle configuration)
 U-Shape (Room set with tables to provide an open U shape conference table with chairs around the perimeter. Good for group activity including a discussion)
 Hollow Square Conference (Room set with tables to provide an open center complete square/rectangle shape conference table with chairs around the perimeter)
 Other (The general set up does not fall into one of the layout categories. A diagram is recommended)

FURNISHINGS – CHOOSE QUANTITY FOR EACH ITEM

___ Chairs ___ 6’ Rectangle Tables ___ Round Tables ___ Blackboard/Whiteboard
___ Coat Rack ___ Flip Chart ___ Skirts for Tables ___ Podium
___ US/Hofstra Flag ___ Stage Section (6FT x 8FT, 24” High) ___ Food Service Tables needed (if serving food)
___ **NO ITEMS NEEDED**

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
___ Wired Microphone ___ Lapel Microphone* ___ Wireless Microphone*
___ **NO ITEMS NEEDED** ___ AV Technician Present During Event (Must be requested at least 1 week in advance) +

***NOT AVAILABLE IN ALL LOCATIONS**

+ EXTRA CHARGE MAY APPLY

AV INSTRUCTIONS _____

OTHER EVENT INFORMATION

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

SPECIAL EVENT INSTRUCTIONS _____

I UNDERSTAND THAT THIS IS A REQUEST ONLY AND DOES NOT GUARANTEE AN APPROVED RESERVATION. 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 OF THE RECEIPT OF THIS COMPLETED FORM.

YOUR SIGNATURE _____ **DATE** _____

PLEASE PROVIDE THE FOLLOWING ADDITIONAL SIGNATURES FOR:

- Events in Hofstra USA** – Student and Leadership Activities, Public Safety, Director of Dining Services, SGA Club Affairs Chair (For Friday and Saturday events only)
- Events in Monroe 142**- Campus Department Program Office, Public Safety, Director of Theater Facilities (For Ticket Booth or Stage Lighting)
- Events with Admission Fees**- Campus Department Program Office, Public Safety
- Events with Off-campus Speakers and/or External Entertainment** - Campus Department Program Office, Public Safety
- Events that are Outdoors and/or Open to the Public**- Campus Department Program Office, Public Safety

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

Hofstra USA/ Matthew Quinn, 111 Student Center, x37050, fax: x30476 _____

Director of Theater Facilities/ Alan Pittman, 102B Adams Playhouse, x35445, fax: x35473 _____

Choose the appropriate Campus Department Program Office:

Student Leadership and Activities/ 263 Student Center, x36914 _____

SGA Club Affairs Chair/207 Student Center, x36960 _____

Recreation Office/ Pat Montagano or John McNeilly, Recreation Center, x36926, fax: x36998 _____

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

OFFICE USE ONLY

RECEIVED BY: _____ DATE/TIME: _____

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