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 ______________ 1st CHOICE____________ 2nd CHOICE____________ 3rd 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:  
☐ COPY MADE