

Request for Use of Facilities by Stockton Sponsor

Office of Event Services and Campus Center Operations, CC Suite 241
 (609) 652-4878 / www.stockton.edu/eventservices

Please submit to event.services@stockton.edu

Contact Information

Office/Organization: _____ Today's Date: _____
 Name of Requestor: _____
 Phone: _____ Cell: _____ E-Mail: _____

Event Information

(Check Stockton.edu/Calendars for availability prior to submission. Consider setup and transition time needed for back to back events.)

Title of Event: _____

Event Format/Purpose: _____

Date of Event: _____ Day of the Week: _____ Additional Dates: _____

Event Start Time: _____ am _____ pm Event End Time: _____ am _____ pm Setup time:(hours/minutes)? _____

Doors Open or Registration Time (if different than Event Start Time): _____ am _____ pm

Space Requested: (1st preference): _____
 (Alternate): _____

External Vendors Contracted: (DJ, sound, performer, rentals): _____

Expected Attendance: _____ Admission Fee: \$ _____ Ticket sales*: _____ Advanced _____ At Door

Web Calendar Description: _____ **PRIVATE - DO NOT Post to the web**

Audience: _____ Students _____ Office/Division _____ SU Community _____ Public _____ Minors Expected *(Keyword: POM for procedures)*

*(*Keyword: "Student Event Ticketing" for application. NOTE: PAC Events may require PAC ticketing/Box Office services and/or fees.)*

Room Setup/Layout

_____ NO SETUP NEEDED, USE STANDARD LAYOUT (Classrooms/meeting rooms only)

_____ SETUP NEEDED: _____

#Registration tables (2 chairs per table): _____ #Buffet tables: _____

#Tables for guests: _____ #Chairs: _____ #Food prep tables: _____

(Chartwells is the contracted food provider: (609) 652-4772 / catering@stockton.edu)

Technology Needs: _____

✓ Check if needed

- SU Podium & Microphone
- Electronic Podium* (Computer Projection)
- BBQ Grill *(Fire permit required, Keyword: Fire Permit)*
- Stockton EMS (Emergency Medical Services)
- Webinar set up *(Attach webinar log in information)*
- Wireless Guest Account(s): _____
- Teleconference phone

Room Capabilities: Sound & Computer Technology

	CC Coffee House	CC Event Room	CC Event Room A	CC Board of Trustees Room	CC Theatre	Alton Auditorium	TRLC MPR	Lodge @ Lakeside	Performing Arts Center
Electronic Podium* (PowerPoint, IPod, Internet)	Bring Laptop	✓	✓	✓	✓	✓	✓	✓	✓
# of Microphones	1-3	1-4	1-2	1-2	1-4	1-3	1	1	1-6
Must Follow-Up With	Kristy Rothermel x. 4525	Production Services ext. 4241							Dan Wright x. 4788

***Electronic Podium:** The faculty/staff advisor must be present when student clubs and organizations are using the electronic equipment. A podium key is needed and may be obtained through ITS.