



# 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](http://www.stockton.edu/eventservices)

**Please submit to [event.services@stockton.edu](mailto:event.services@stockton.edu)**

## Contact Information

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

## Event Information

*(Check [Stockton.edu/Calendars](http://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: (1<sup>st</sup> 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: \_\_\_\_\_ # \_\_\_\_\_ Display Tables

# Tables for guests: \_\_\_\_\_ / # Guest Chairs: \_\_\_\_\_ # Food prep tables: \_\_\_\_\_ # \_\_\_\_\_ Easels

# Tables for Panel Speakers: \_\_\_\_\_ # Chairs for Panel Speakers: \_\_\_\_\_

\_\_\_\_\_ Catering Expected *(Chartwells is the contracted food provider: (609) 652-4772 / [catering@stockton.edu](mailto:catering@stockton.edu))*

\_\_\_\_\_ BBQ *(Fire permit required, Keyword Fire Permit)*

\_\_\_\_\_ Stockton EMS Medial Standby

\_\_\_\_\_ Campus Police Services : \_\_\_\_\_

## Technology Needs

\_\_\_\_\_ Electronic Podium - Room's Computer Projection/Screen

\_\_\_\_\_ Microphone at Podium: \_\_\_\_\_ Handheld \_\_\_\_\_ Wired \_\_\_\_\_ Lapel

\_\_\_\_\_ # Panel Table Microphones

\_\_\_\_\_ # Audience Microphones: \_\_\_\_\_ Handheld \_\_\_\_\_ Wired

\_\_\_\_\_ Videotaping *(Must have releases signed, follow-up with [prodsvcs@stockton.edu](mailto:prodsvcs@stockton.edu))*

\_\_\_\_\_ Portable screen, laptop & projector

\_\_\_\_\_ Webinar setup *(Attach webinar log-in instructions)*

\_\_\_\_\_ Teleconference Phone \_\_\_\_\_ Call-in Number Needed \_\_\_\_\_ Already Have Call-in Number

\_\_\_\_\_ Web Cam: \_\_\_\_\_

Other: \_\_\_\_\_