

Centralized Scheduling

351 W University Blvd. SSC 201B

Cedar City, Utah 84720

(435) 865-8209

Southern Utah University Student Event Request Form

This Pre-Event Guide must be submitted to the Centralized Scheduling Office with all required signatures ten [10] business days prior to event.

Event Information

Name of Event _____ Arrival Time _____

Date of Event _____ Set Up Time _____

Time of Event _____ to _____ Sound Check Time _____

Requested Location(s) _____ Who is your Audience? SUU Students

Estimated Attendance at Event _____ Community

Are you Charging Admission? Yes No Ticket Price _____ Under 18

Is this a fundraiser? Yes No Club Only

Are you showing a film? Yes No
(If yes, must have permission to show film) Event Description _____

Will Food be served at the Event? Yes No
(Chartwells has exclusive rights to food service on campus) _____

Contact Information

Today's Date _____ Advisor Name _____

Contact Name _____ Advisor Phone Number _____

Contact Address _____ Advisor E-Mail _____

Contact E-Mail _____ Group Sponsoring Event _____

Contact Phone Number _____ Method of Payment _____

Room Set-Up Types

Theater

Classroom

U-Shape

Hollow Rectangle

Banquet

Boardroom

Stage (size)

Chairs Only

Tables Type _____

Chairs to a table: 4 6 8 10

Extensive Set-Up Requirements

(For large events with extensive needs please attach a detailed diagram of the set-up)

Set-Up & Audio Visual Requirements

Dance floor CD Player*

Additional Power DVD Player*

Dividers _____ TV/DVD*

Curtains _____ TV/VCR*

Garbage Cans _____ Screen*

Easels _____ Piano*

Podium _____ Portable Sound System w/ mic.*

Microphones _____ In-room Sound System w/ mic.*

Podium & Microphone Extension Cords* _____

Additional Lighting LCD Projector*

Green Room Other _____

Special Instructions/Additional Needs: _____

** Additional charges may apply*

Risk Management

Low Medium High

Personnel*

Sound Technician SUU Campus Police

** Additional charges may apply*

Basic Policies and Signatures

For a complete listing of all policies relating to the Sharwan Smith Student Center (SSSC), please see the SSSC Policy manual online at _____.

By signing this form you are acknowledging that you have completed this form accurately and completely and agree to abide by SUU and SSSC Policies and Procedures.

Student Name (Printed)

Student Signature

Date

By signing, this states that you understand all SSSC Policies; you have approved this event and will be present through the duration of the activity.

Club Advisor Name (Printed)

Club Advisor Signature

Date

Event Details Approved

- Building Manager Date _____ Initials ____
- Chartwells Food Service Date _____ Initials ____
- Public Safety Office Date _____ Initials ____

Authorization of Event

Student Involvement & Leadership
Director or Assistant Director

Signature

Date

-----Reservation is not confirmed until you receive an e-mail confirmation from the Centralized Scheduling Office-----

Authorization of Events

Persons or groups not observing Southern Utah University policy may be assessed charges and/or costs for damages from usage of facilities beyond normal wear and tear. Repeated violators will be denied use of any or all university facilities or services. Clubs/Organizations or persons wishing to appeal violations will be referred to the Campus Scheduling Committee.