

Edgewood College

Event Services Requisition Form

*This form does not guarantee services
or Monroe Street campus parking*

Events Use Only:

_____ Date Received

_____ Facilities

_____ Dining Service

_____ Technology

_____ Security

Events Use Only:

SysAid#:

11 Digit Department Account #
(Required for All Catering Requests)

R Name of Event: _____

E Meeting Day & Date: _____ Attendance: _____

Q Prep. Time: _____ Start Time: _____ End Time: _____

U Room Preference: _____ Room Alternatives: _____

I Requester: _____ Department: _____ Ext. _____

R Campus Group? YES NO Is this activity related to the work in your office? YES NO

E An Edgewood College Staff or Faculty member is **REQUIRED** to be present throughout the entire event.

D Name of EC Staff or Faculty member who will be present: _____ (please PRINT)

Please **NOTE**: This person is responsible for all necessary planning and any fees that are incurred.

Facility Services

Note: Custom set-ups are unavailable, except in WHR, REE MPR, Nona, and STM Atrium.
If you rearrange furniture, please put back as found before your meeting ends.

The following items may be added to **many** room requests:

Registration Tables _____

Buffet Tables _____

Chairs _____

Easels _____

[Click here for set-up guidelines](#)

Custom Set-up only for WHR, REE MPR, Nona, and STM Atrium

Rounds/Banquet
Classroom (tables & chairs)

Square

U-shape
Theater (chairs only)

Please Email this form to reservations@edgewood.edu

This form does not guarantee services. Two weeks advance notice is required to confirm and coordinate service needs.
Each Service Dept. reserves the right to limit its participation in and/ or determine applicable service fees for any events which either require extensive labor/ materials or do not meet the two week deadline.
Contact 4334 or reservations@edgewood.edu with any questions.

Technology Essentials

*User responsible for recording media and operation of all audio-visual equipment.

<p><u>All Classrooms Include:</u> Computer w/ Audio, LCD Projector with Screen, and Document Camera</p> <p><u>Anderson Auditorium and Washburn Heritage Room Includes:</u> Classroom AV, plus microphone and podium.</p> <p><u>Computer Classrooms Include:</u> Same as all classrooms with at least 20 student computers</p>	<p>List number needed:</p> <p>Portable Sound System (if not included in room)</p> <p>Handheld Microphone _____</p> <p>Handheld Mic on Podium</p> <p>Microphone Stand _____</p> <p>Table Top Microphone _____</p> <p>Computer Cart w/ Monitor (if not included in room)</p> <p>Other: _____</p>	Notes:
		<p><u>You</u> Check-out and Return to the TAC Desk in DER 104</p>
		<p>Speaker Phone</p> <p>Tripod</p> <p>Camcorder</p>

Security and Parking

Please have all visitors and guest speakers sign in at the CAC. Parking at the Monroe Street campus is not guaranteed.

Number of Vehicles expected from off-campus: _____

Comments: _____

Any events with off-campus visitors seeking on-campus parking must have approval from the Director of Parking and Transportation. Alternative Parking arrangements may be required.

All outdoor events with amplified sound must be approved through the Security Office.

(This info will be shared with the neighborhood)

Will there be amplified sound? YES NO Timeframe for amplified sound? _____

Name of Staff / Faculty member present: _____ Cell Phone Number: _____

Dining Services

This form will not be processed for Catering without the Acct. Number

Budget Number: _____ Budget Limit: \$ _____

<p>Menu Selections</p> <p>Will you require tablecloths?</p> <p>Round Tables</p> <p>High Boys</p>			
# to be served			
Time			
Location			
Type of Service	Buffet Served Line Pickup	Buffet Served Line Pickup	Buffet Served Line Pickup

Orders of less than \$50 for Monroe Campus will have a \$19.99 delivery fee.

Orders of any size to Deming Campus have a \$29.99 delivery fee.

A confirmation menu will be emailed to you two weeks before the event.