

# 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, 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, and STM Atrium

Rounds/Banquet  
Classroom (tables & chairs)

Square

U-shape  
Theater (chairs only)

**Please Email this form to [reservations@edgewood.edu](mailto: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](mailto: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><b>List number needed:</b></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><b><u>You</u> Check-out and Return to the TAC Desk in DER 104</b></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: \_\_\_\_\_

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***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

Catering Orders will be placed through CaterTrax and not listed on this form.

Will Dining Services be needed for this event? YES NO

11-digit Account number for catering: \_\_\_\_\_

Upon the confirmation of your room reservation and service form processing, a link to CaterTrax will be provided to you from Event and Conference Services. CaterTrax is a user friendly website that allows you to request catering, manage changes to your order, and view instant pricing.