

Event Planning Form (EPF)

STEP 1: CHECK FACILITY AVAILABILITY & PLACE ON HOLD (OPTIONAL)

Reservation holds may be placed providing event is firmed at least 4 weeks before event.
 Holds may be made via e-mail, online, telephone, or by visiting any Student Center Reservations/Operations Office.
 All holds will be automatically cancelled if Step 2 is not completed.

STEP 2: FIRM STATUS

Meet with administrative advisor and return EPF form to reservations staff for review **at least 4 weeks before event.**

ORGANIZATION INFORMATION: *Please Print*

Sponsoring Organization: _____
 Co-Sponsor (if applicable): _____
 Requester: _____
 Telephone/Cell Phone: _____ E-mail: _____@eden.rutgers.edu
 Student Organization Mailing Address: _____

EVENT INFORMATION:

Type of Event: Banquet/Meal Conference Cultural Lecture Performance Other: _____

Day/Date Requested: **1st Choice** _____ **2nd Choice** _____ **3rd Choice** _____

Time Requested: _____ to _____ Actual Time of Event: _____ to _____ Expected Attendance: _____

Location: (please circle) BCC CCC DCC LSC RSC SAC Academic Space

Room/Venue: _____

Event Name/Title: _____

Purpose of Event: _____

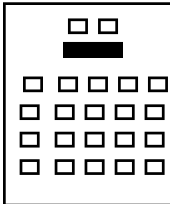
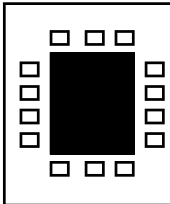
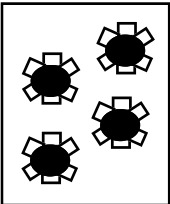
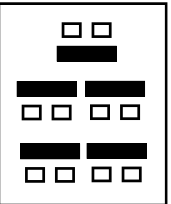
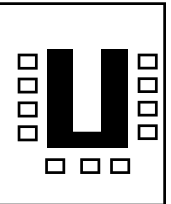

Anticipated Budget for this Event: \$ _____ Funds Available: YES NO

Admission Charge: YES NO Amount RU: \$ _____ Amount Non-RU: \$ _____

If Admission is charged, list advanced sales locations:

Event Opened to: Organization Members & Guests University General Public

Circle desired room setup or draw your own in the space provided.

					
Theater	Conference	Banquet	Classroom	U-Shaped	Other

Are there Technical/Equipment Requirements? YES NO *(Indicate number of equipment pieces needed for each item requested)*

_____ Lectern _____ Sound System _____ Microphone _____ Screen _____ Easel _____ Computer Projector
 _____ Lighting _____ Staging _____ TV/VCR/DVD Other: _____

Step 2 continued...

Required Contracts: Provide information on any contracts/agreements you may need for this event, including caterers, entertainers, performers, speakers, vendors, outside services, etc. *Attach additional information relevant to the event on a separate sheet of paper.*

Advertising _____ (attach samples)

Rutgers University Police Department (RUPD) will be notified of your event and will determine the amount of security needed. RUPD has final jurisdiction over the event and type of police coverage required. If RUPD determines the need to have officers present, your organization will be invoiced by RUPD for the service rendered.

I understand, acknowledge, and agree to the Student Center Policies and Procedures.

Administrative Advisor (print name): _____

Telephone/Cell Phone: _____ E-mail: _____

Administrative Advisor Signature: _____ Date: _____

Coordinating Officer Signature: _____ Date: _____

RESERVATIONS STAFF USE ONLY

Today's Date: _____ Reservation Number: _____

Date of Event: _____

Firm Status: YES NO

Time of Event: _____

Location: _____

Reservation Staff Signature: _____ Date: _____

Coordinating Officer Signature: _____ Date: _____

Must meet with appropriate Student Center Staff (print name): _____

BCC (732-445-3962)

CCC (732-932-7617)

DCC (732-932-9374)

LSC (732-445-3561)

RSC (732-932-8070)

SAC (732-932-8821)

By: _____ Copy to Events Staff after Step 2 is complete

STEP 3: CONFIRM RESERVATION & FINAL DETAILS

The following information must be completed with the appropriate Student Center staff **at least 3 weeks before event.**

Setup Details: Folder Diagram Other: _____

of RUPD assigned: _____ and/or # of CSO's assigned: _____ Scheduled Time: _____

Wrist Bands Required # _____ Event Monitors Required # _____

Event Staffing List Due by: _____ Event Guest List Due by: _____

Ticket Sales List Due by: _____ Received all Contracts (if applicable)

Comments: _____

Student Center Staff Signature: _____ **Date:** _____

Coordinating Officer Signature: _____ **Date:** _____

After Action Comments (please add to EMS reservation): _____

Attach additional information on a separate sheet of paper if necessary

Original Event Staff

Copy Administrative Advisor

Copy Student Organization