

<b>FOR OFFICE USE ONLY:</b> Date: _____ Initials: _____ Ref./Res. #: _____
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**PLEASE USE THIS FORM FOR NEW EVENT REQUESTS ONLY**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Organization: \_\_\_\_\_ Fund and DCC: \_\_\_\_\_

(Please spell out any abbreviations.)

Type of Group:  Registered Student Organization  Academic Department  Administrative Department  
 Non-Registered Student Organization  Campus Organization  Community Organization

Type of Event: \_\_\_\_\_

(e.g., meeting, workshop, lecture, banquet, reception, film)

Event Title: \_\_\_\_\_

Attendance: \_\_\_\_\_ Is the event open to the public outside of the group's membership?  Yes  No  
If yes, would you like this event posted on the BGSU Calendar of Events?  Yes  No

Date(s) of Event: \_\_\_\_\_

(Month) (Day) (Year) (If recurring, please include start and end date.)

Actual Time of Event: From \_\_\_\_\_  am  pm To \_\_\_\_\_  am  pm

Total Time of Space Reservation: From \_\_\_\_\_  am  pm To \_\_\_\_\_  am  pm  
(including time needed for your organization's preparations and post-event cleanup)

Building Preference:  Yes, please indicate \_\_\_\_\_  
 No Preference

Room # Preference:  Yes, please indicate \_\_\_\_\_  
 No Preference

If requesting a non-classroom space, what set-up style is needed?

Theatre  Conference  Classroom  Banquet  Other \_\_\_\_\_

Please indicate any special needs for the facility: \_\_\_\_\_

Will this event require Audio/Visual equipment?  Yes  No  Maybe, will decide later.

Audio/Visual equipment for:

- The Bowen-Thompson Student Union should be arranged with our office in Suite 231, 419-372-9000.
- Olscamp Hall and other academic spaces should be arranged with the Instructional Media Services office in Room 118 Olscamp Hall, 419-372-6993.

Is this an event with food?  Yes  No  Maybe, will decide later.

If your response is yes or maybe, you must contact University Dining Services Catering Arrangements Office at 372-6951. Room assignment does not guarantee University Dining Services' availability to provide service. Please make catering arrangements at least three weeks in advance of the event to ensure the best choice of menu and services.

***Events scheduled within two weeks of the date of the event will be subject to a limited menu.***