

FAU STUDENT UNION
DEPARTMENT EVENT REQUEST FORM

Department: _____

Requestor: _____

Requestor FAU E-mail: _____ Requestor Phone: _____

Event Name: _____ Event Date: _____

Reservation Start: _____ Event Start: _____ Event End: _____ Reservation End: _____

Facility management reserves the right to adjust setup and clean-up to accommodate usage needs.

Date Received: _____

EMS# _____

If this is a series, please list other dates that event will occur

Please give a detailed description of your event.

☐ **Open** - This is open to all, including Non-FAU attendees ☐ **Closed** - This event will be open ONLY to FAU attendees

Proposed Location: _____ ****Requested room may not be available. A comparable room may be substituted.**

of FAU attendees: _____ # of Non-FAU attendees: _____ Total Attendees: _____

Please provide as close an estimate as possible to aid in determining the appropriate location for your event.

Event Details: Check all that may apply during this event

Food/Beverages ☐ Chartwells ☐ Food Waiver* **Must be approved by Business Services 561-297-4041 and EH&S 561-297-3829**

☐ Media/Press Involved ☐ Fundraiser ☐ Tickets to be sold ☐ Merchandise to be sold ☐ Donations will be accepted

☐ Alcohol * **Events/Programs involving alcohol must be submitted a minimum of 21 business days in advance**

Please list any VIPs or Special Guests that are expected to be in attendance:

Please list any co-sponsoring organizations:

Setup and Equipment Needs:

Setup Style: ☐ Banquet ☐ Classroom ☐ Lecture ☐ Theatre ☐ Exhibit ☐ Conference _____

Equipment:

☐ Stage ☐ Podium ☐ Dry Erase Board w/Markers ☐ Chairs – Quantity _____ ☐ Classroom Tables – Quantity _____

☐ 6ft. Tables – Quantity _____ ☐ Round Tables – Quantity _____ ☐ High Top Tables – Quantity _____ ☐ Other– _____

Audio/Video Equipment:

☐ Corded Microphone – Quantity _____ ☐ Wireless Microphone – Quantity _____ ☐ Projector ☐ Laptop ☐ Projection screen

☐ Laptop – Speakers ☐ TV/DVD Player ☐ Stereo/CD Player ☐ Other– _____

Signatures of Approval and Acknowledgement:

Authorized Budget Signature and Date

Student Union Acknowledgement Signature and Date