

Space Reservation Form – **STUDENT CLUB EVENTS & PROGRAMS ONLY**

**Deadlines:** 14 days prior to event if set-up requested; 10 days prior if no set-up requested

STUDENT CLUB EVENT INFORMATION	
<b>What</b>	<b>Event Name</b> _____ <b>Description</b> _____ <span style="float: right;"><b>Estimated Attendance</b> _____</span>
<b>When</b>	<b>Date</b> _____ <b>Day of Week</b> _____ <b>Start Time</b> _____ a.m. p.m. <b>Set-up Time</b> _____ a.m. p.m. <b>End Time</b> _____ a.m. p.m. <b>Number of Minutes Needed for Clean-up</b> _____ <i>Note: Indoor events, Sun.-Thurs. must end by 12 a.m.; Fri.-Sat. must end by 1 a.m. Outdoor events must end by 11 p.m. on all days (Baltimore County Noise ordinance). Exceptions made on an event by event basis.</i>
<b>Where</b>	<b>First Location Preference</b> _____ <b>Second/Rain</b> _____ <span style="background-color: #ffff00; padding: 2px;">(Outdoors: FMS approval prior to confirmation)      See REVERSE SIDE for technical &amp; set-up needs &gt;&gt;&gt;</span>
<b>Who</b>	<b>Sponsoring Group (s)</b> _____ <b>Account # (if fees)</b> _____ <span style="background-color: #ffff00; padding: 2px;"><b>Student Club Contact Person</b></span> _____ <b>Cell #</b> _____ (Note: Must be present at event.) <b>ADVISOR AUTHORIZATION:</b> <b>Print name</b> _____ <b>Signature</b> _____ <b>Date</b> _____ <b>Phone</b> _____ <input type="checkbox"/> Will Attend Event <input type="checkbox"/> Will Not Attend Event

Will your event...	Check, if Yes	Please Contact for Assistance	Completed (OSE use only)
Need a speaker, DJ, band, or any other event guest who will be paid? <b>Contract</b> Feature a film/documentary? <b>Copyright</b>		Send email to OSE interns at <a href="mailto:oseinterns@goucher.edu">oseinterns@goucher.edu</a>	
Have <b>more than 50 attendees</b> , be advertised off-campus, serve alcohol, or request grill or fire pit? <b>Public Safety</b>		Office of Public Safety Heubeck Hall – 1 <sup>ST</sup> floor <b>Security form</b> signed & returned to OSE	
Donate to an external organization and need assistance with vetting or finding an organization?		Lindsay Johnson <a href="mailto:ljohnson@goucher.edu">ljohnson@goucher.edu</a> Cass Freedland <a href="mailto:cass.freedland@goucher.edu">cass.freedland@goucher.edu</a>	
Need assistance with marketing and/or digital sign?		Send email to OSE interns at <a href="mailto:oseinterns@goucher.edu">oseinterns@goucher.edu</a>	

<b>OFFICE USE ONLY:</b> Date Received _____	Date Requested _____	Event # _____
Date Confirmed (by ECS) _____	Emailed Contact _____	Initials _____ <span style="background-color: #ffff00; padding: 2px;">(rev Nov 2018)</span>

**SET-UP NEEDS AND PERSONNEL FOR EVENT**

Please fill in the number of items that you would need for your event. Note some items may need to be signed out, and some may require a fee. ***If items are not returned or damaged, then your club account will be billed.***

<u>CHAIRS</u>	#	<u>OTHER ITEMS</u>	#	<u>TECHNICAL- requires technician</u>	#
Stacking chairs		Coat Rack		Laptop Computer - Mac	
Wood chairs		Easel		- PC	
Stool		Music Stand			
<u>TABLES</u>	#			Projector LCD	
Rectangular (seats 10)		Lectern – NO mic			
				iPod mp3 music playback	
Round table (seats 8)		Projection Screen			
Round table (seats 10)				Small sound system	
		Pipe & Drape			
<u>TABLECLOTHS</u>	#	Stage Sections (4 – 4' x 8" each)		<u>MICROPHONES</u> (limit of 6 total)	#
Rectangular tablecloth(s)				Lavaliere mic/clips on shirt	
		Goucher Backdrop			
Round tablecloth(s)				Lectern WITH mic	
		Goucher Banner			
<u>TRASH/RECYCLE</u>	#			Handheld wireless & stand	
		Sign out from OSE:	#		
Compost can w/signage				Tabletop mic	
Recycler can		Cash box			
Trash can		Extension cord(s)		<u>PERSONNEL</u>	#
				Technician for above/no fee	
Cleaning items-contact FMS or OSE		Speakers – contact OSE staff in advance of event		Sound Check/ Special Lighting – What time? _____	
				Security Officer/separate form/fee	
				Environmental Services/cleaning - may be a fee	

**DIAGRAM OR ANY SPECIAL REQUESTS:**