



Philander Smith College – Facilities and Event Scheduling Form
 This Form must be completed and returned to the Office of Special Events.
 All events must be confirmed at least 2 weeks prior to the event.

Event Information

Event Date:	Event Title:
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Brief Description of Event:




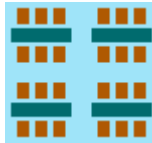

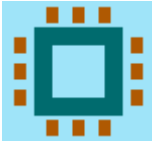
Start Time:	End Time:	Expected Attendance:
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Location Requested:

Will food or refreshment be served at this event? YES NO **Comments:**
Must use Fresh Ideas Catering. Catering Quote will be provided.
 Type of Service: Plated Dinner Buffet Dinner Box Lunches Refreshments Only

Is set-up required for this event? YES NO **Comments:**
 Access time & date for decorating: _____ Tear down time & date for decorating: _____

SET UP STYLES-See examples below. Please indicate which seating style you need:

<input type="checkbox"/> Rounds 	<input type="checkbox"/> Theater 	<input type="checkbox"/> U-Shape 	<input type="checkbox"/> Tables & Chairs 
<input type="checkbox"/> Classroom 	<input type="checkbox"/> Executive Conference 	<input type="checkbox"/> Other - Please Describe:	

Please describe any other furnishing needs (other than set up described above). (i.e. tent, folding chairs, etc.):

The Client is responsible for any rental fees incurred. Additionally, there is a fee of \$100/hr for maintenance.

Security required? YES NO **Comments:**
 Security is required for all parties and other events deemed necessary by the Office of Special Events. There is a \$35/hr fee for each security officer required.

Is Audio/Visual Equipment Required? YES NO **Comments:**
 Please Describe Equipment needs (i.e. DVD player, Mic, wireless, lapel, sound system, etc.):

An event using a podium with a microphone or any other equipment will require a sound technician (there is a fee of \$45/hr for this service, 2 hr minimum). If client does not provide times for the technician, then the technician will be scheduled for the duration of the event. Additionally, the Client is responsible for any equipment rental fees.
 Special lighting requirements will require a light technician (there is a fee for this service). This includes spot lights, etc. during a performance or rehearsal.

Contact Information

Name:	Telephone #:	E-mail:
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REQUIRED FOR INTERNAL EVENTS ONLY

If Internal, Sponsoring Department/RSO:
Jenzabar Account Code (REQUIRED):
This is the code for which all costs related to this event will be charged.

RSO Advisor, if applicable:	Date:
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Cabinet Member:	Date:
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FOR EVENTS COORDINATOR USE ONLY

Date Received:	Events Coordinator Approval:	Invoice Number #:
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Submission of this form does not constitute a confirmation of your request. E-mail confirmation will be issued by the Office of Special Events.