



Rutgers University Student Life Reservations Office
Student Activities Center
613 George Street
New Brunswick, New Jersey 08901
732/932-8821 ~ centerres@echo.rutgers.edu
<http://getinvolved.rutgers.edu/facilities>

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: _____

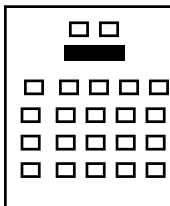
Anticipated Budget for this Event: \$ _____ Funds Available: YES NO

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

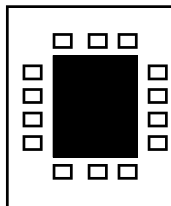
If Admission is charged, list advanced sales locations:

Event Opened to: ☐ Organization Members & Guests ☐ University ☐ General Public

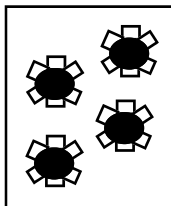
Circle desired room setup or draw your own in the space provided.



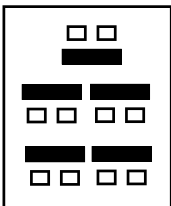
Theater



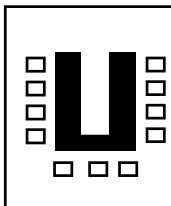
Conference



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: _____

Firm Status: YES NO

Date of Event: _____

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