

# THE SYNDICATE EVENT REQUEST FORM

Today's Date: \_\_\_\_\_

Event Date: \_\_\_\_\_ Backup Date(s): \_\_\_\_\_  
Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_  
Activity Name: \_\_\_\_\_  
Expected Attendance: \_\_\_\_\_  
Type of Event:         Open     Private     Concert     Social     Tournament

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Registered Student Org     Department     Off Campus

Org/Dept/Other Name \_\_\_\_\_

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

## **Furnishings:**

Chairs: \_\_\_\_\_        6' Rectangle Tables: \_\_\_\_\_        60" Round Tables (8 chairs): \_\_\_\_\_

36" Conversation Tables (4 chairs) –Tall/Short: \_\_\_\_\_        Trash Receptacles \_\_\_\_\_

## **Room Setup :**

Regular Room Setup: \_\_\_\_\_ Band Setup \_\_\_\_\_ Dance Floor Setup \_\_\_\_\_

Personal Setup \_\_\_\_\_

## **Audio/Visual Needs:**

Sound System C (live performances require a minimum of 2 technicians, additional charges will apply) \_\_\_\_\_

Data Projector (Additional charges required) \_\_\_\_\_ TV/CR \_\_\_\_\_ Podium w/mic \_\_\_\_\_

PlayStation 2 \_\_\_\_\_ Karaoke Machine \_\_\_\_\_ DVD/CD Player \_\_\_\_\_

Special Arrangements: \_\_\_\_\_

## **Entertainment Services:**

Master of Ceremonies (\$20 for Event) \_\_\_\_\_ DJ Services (Negotiable) \_\_\_\_\_  
Services provided by DJ Chapa

## **Food Services:**

Catering: Contact Scheduling Services, (940) 565-3804

Outside Food Service: \_\_\_\_\_

**COMPLETION OF THIS FORM DOES NOT CONSTITUTE A CONFIRMATION OF YOUR REQUEST.  
The Scheduling Services Office will contact you regarding confirmation of your request. Thank You!**