Student Club/Organization Event Request Form

This form must be completed and submitted to the Student Life Office at least two weeks prior to your event or activity.

Club Name: ____________________________________________
Student Name: _________________________________________
Advisors Name: _________________________________________

Phone: ____________________
Email: ____________________
Phone: ____________________
Email: ____________________

Please DESCRIBE your event in DETAIL

Event Name: ____________________________________________
Event Type/Function: ____________________________________
Event Date(s): _________________________________________
Event Start Time: ____________________
Event End Time: ____________________
Number of Hours needed to Set Up: ________
Number of Hours to Tear Down: ________

Event Committee Members: Chairperson__________________
Publicity__________________
Entertainment__________________
Clean up__________________

Phone__________________
Phone__________________
Phone__________________
Phone__________________

Target Group (Who will attend?): ____________________
Minors Participating? ____________________

Expected Number of Guests: ____________________

If you have a preference in a Room, please list: ____________________

Room set-ups are determined by class size, room assignments and room usage.
Please circle your preference and we will do our best to meet your request.

A. Classroom
B. U-Shape
C. Conference
D. Theatre
E. Hollow Square
F. Chevron

Equipment Needed:
___ Registration Table
___ Coatrack
___ Easel with Paper
___ Easel without Paper
___ Table Top Podium
___ Standard Podium
___ Display Table
___ Extension Cord
___ Stage (4'x8' sections)
___ Other

Audio Visual Equipment:
___ Overhead Projector
___ TV/VCR
___ Data Projector and a Computer
___ Smart Cart Room (includes Computer, DVD and VHS player, ELMO/Document Camera, Overhead Projector and Data Projector)
___ Data Projector (bringing own computer)
___ Microphone (please select style)
___ Wireless Hand-Held
___ Wired Hand-Held
___ Wireless Lavaliere
___ Microphone for the podium
___ Other

CONTINUED ON OTHER SIDE....
Will you need any Catering Services?

*NOTE: MCC has a “FOOD” policy, which states: Due to Health Department regulations and liability issues, food not prepared by the MCC Food Service cannot be served on the campus of Muskegon Community College and the Stevenson Center. The state and local health authorities do not allow individuals to prepare or serve food without proper equipment and training. Any food remaining after a catered event is the property of the MCC Food Service and cannot be taken from an event.

*NOTE: Events VS. Fund Raisers: If this event is for fund raising for your club or group you MUST fill out and submit a fund raising request form.

Student Life Office Signature: ________________________________ Date: __________

Club Advisor Signature: ________________________________ Date: __________