



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: _____ Phone: _____

Email: _____

Advisors Name: _____ Phone: _____

Please DESCRIBE your event in DETAIL

Email: _____

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 _____ Phone _____

Publicity _____ Phone _____

Entertainment _____ Phone _____

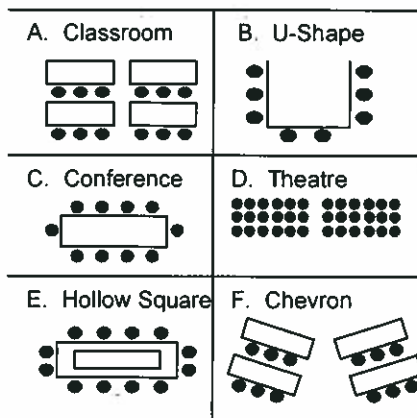
Clean up _____ Phone _____

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.



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 Lavalier
 - 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: _____

