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**REQUEST TO SCHEDULE ACTIVITY, FACILITY, and SERVICE**

**INSTRUCTIONS:** Complete and return to [roomreservations@asurams.edu](mailto:roomreservations@asurams.edu). If additional information is needed, call or visit the Events Scheduling Coordinator at Albany State University, 2400 Gillionville Road, Albany, GA 31707; Office C -110 in the Student Center; (229) 500-2885.

**GENERAL INFORMATION:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

City, State, Zip; \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Organization (sponsor): \_\_\_\_\_

**EVENT INFORMATION:**

Title of Event: \_\_\_\_\_

Event Set-up Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Clear Out Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Participant Fee: \_\_\_\_\_

Will Minors Participate/Attend? \_\_\_\_\_

Space or Rooms Needed:  Ballrooms  Multi-purpose Rooms  Arena  Theater/Auditorium  Free Speech Zone  
 Classroom  Parking Lot  Lobby  Computer Lab  Lecture Hall  Conference Room

List any additional types of space or rooms needed: \_\_\_\_\_

Furniture(set-up)Needed: (Attach drawing/diagram of room setup): \_\_\_\_\_

Technology Services Needed:  Projector/Screen  Podium  Handheld Microphone  Lavalier Microphone  
 Standing Microphone  IT support on-hand entire event  IT support for start of event only

List any additional technology services needed: \_\_\_\_\_

Food and/or Concession Services Needed: \_\_\_\_\_

Other Needs: \_\_\_\_\_

**Events Office ONLY:** Received Date: \_\_\_\_\_ Initial: \_\_\_\_\_ Approved:  Yes  No