



P32A – Athletics

REQUEST TO SCHEDULE ATHLETIC ACTIVITY, FACILITY, SERVICE

INSTRUCTIONS: Complete and return to 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

Requestor's Name:		Date:
Mailing Address:		
City:	State:	Zip Code:
Phone:	E-mail:	
Organization (sponsor):		

EVENT INFORMATION

Event Name:		
Event Type: <input type="checkbox"/> Conference/Meeting <input type="checkbox"/> Game/Meet/Match <input type="checkbox"/> Tournament <input type="checkbox"/> Banquet <input type="checkbox"/> Camp <input type="checkbox"/> Other: _____		
Event Space Needed: <input type="checkbox"/> Recreation Gym <input type="checkbox"/> Locker Rooms <input type="checkbox"/> Pool <input type="checkbox"/> Lobby <input type="checkbox"/> Arena <input type="checkbox"/> Softball Field <input type="checkbox"/> Disc Golf Course <input type="checkbox"/> Aerobics/Dance Studio <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Pavilion <input type="checkbox"/> Concessions <input type="checkbox"/> Classroom <input type="checkbox"/> Intramural Field <input type="checkbox"/> President's Club <input type="checkbox"/> 5K Course		
Event Date(s):	Event Start Time:	Event End Time:
Event Set-up Date:	Event Set-up Time:	Event Set-up End Time:
Expected Attendance:		
Admission Charge: <input type="checkbox"/> No <input type="checkbox"/> Yes, how much? _____	Participant Fee: <input type="checkbox"/> No <input type="checkbox"/> Yes, how much? _____	
Will Minors Participate/Attend? <input type="checkbox"/> No <input type="checkbox"/> Yes, elaborate: _____		
Furniture/Set-Up Needed: <i>(Attach drawing/diagram of room setup):</i>		
Technology Services Needed: <input type="checkbox"/> Handheld Microphone <input type="checkbox"/> Lavalier Microphone <input type="checkbox"/> Standing Microphone <input type="checkbox"/> Podium <input type="checkbox"/> Projector/Screen <input type="checkbox"/> IT support for entire event <input type="checkbox"/> IT support needed for start of event only		
Food/Concessions Needed: <input type="checkbox"/> No <input type="checkbox"/> Yes, elaborate: _____		

Events Office ONLY: Received Date: _____ Initial: _____ Approved: Yes No