

## STUDENT FACILITIES REQUEST FORM

Scheduling Office, Campus Center 209 Ph 221-3272 Fax 221-3451

Book \_\_\_\_\_  
Computer \_\_\_\_\_

### PLEASE FILL IN ALL BLANKS

Contact Person(s) Will Coggin Banner ID# 930036726 Today's Date Jan 20<sup>th</sup> 2004

Name of Organization Sons of Liberty

Phone # [redacted] Phone # during summer or winter break [redacted]  
(Local numbers only)

CS Box (Address) [redacted] E-Mail Address [redacted]

Name of Event Affirmative Action Bake Sale

Description of Event Bake Sale / Satirical Protest

Is your event open to the campus?  Yes  No

Date(s) of Event Jan 27<sup>th</sup> 2004 Day(s) of Week Tuesday Approx # of Attendees Passersby

Set-Up Time 10 minutes Clean-Up Time 5 minutes Start Time 11:am End Time 3 pm

ROOM / LOCATION OC Lobby

(Provide alternatives) Alternative: Campus Center Lobby

ABC License see Linda Williams in Student Activities

Outside Facilities - Complete the blue description event form & attach to this form; contact Linda Williams for set-up needs

DJ  Alcohol served  Food Served  
 Band  Admission charge  D & M Catering  
Name of DJ/Band \_\_\_\_\_  Anything being sold \_\_\_\_\_

### SET UP NEEDS

(UNIVERSITY CENTER / CAMPUS CENTER ONLY)

If possible, please indicate set up at this time - If uncertain, please contact Rich Thompson at 221-3492 at least 7 days prior to your event.

See back for diagrams

Chairs in Circle (No Table)

Classroom

Conference

Reception

(Tables & Chairs along wall)

Round Tables w/ Chairs

Theatre (Rows of Chairs)

U-Shape

Other \_\_\_\_\_

Chairs # 4

Easel

Flip Chart

Head Table

Chairs # \_\_\_\_\_

Marker Board

Stand up Podium

Round Tables # \_\_\_\_\_

6' Tables # 2

Other \_\_\_\_\_

### AV NEEDS

Order at least 5 days prior to your event at:

(UNIVERSITY/CAMPUS CENTERS)

[www.wm.edu/OSA/centers/EventsSchd-Robin.htm](http://www.wm.edu/OSA/centers/EventsSchd-Robin.htm)

(ALL OTHER AV)

[www.wm.edu/OSA/centers/EventSchd-Jeff.htm](http://www.wm.edu/OSA/centers/EventSchd-Jeff.htm)

**\*\*PLEASE NOTE\*\***

THE ABOVE WEB ADDRESSES WILL ALSO APPEAR ON YOUR CONFIRMATION FORM.

Is your event a fundraiser?  YES  NO Are you selling items?  YES  NO What? Baked goods

Organization for which money is being raised (if different from above) Center for Equal Opportunity