

# Request for Services

1. Check with person in charge of Master Calendar to clear date of use.
2. Submit to all appropriate departments by printing or clicking on button(s) above. Save a copy for your records.
3. Select a room layout or attach a diagram of desired room set-up if necessary.

**Requestor:**

**Phone:**

**email:**

**Event Name:**

**Event Day/Date:**

**Set up Date:**

**Location:**

**Start Time:**

**End Time:**

**Dept/Vol Group:**

**Hours for Rehearsal/Setup:**

**Hours for Clean Up:**

**Expected Attendance:**

**Parking:**

**Garage Open:**

**Garage Close:**

Items/Support Requested	Item Specifications/Quantities	Special Notes/Instructions
Tables/Lectern	Rectangular (Size: ) Round Lectern/Podium	
Chairs/Risers	Retractable Seats (CC only) Folding Chairs Risers Other (specify)	
Microphone (s)	Wireless    Lapel    Cord	
Audio-visual equipment	PolyCom Phone Laptop/Projector Screen Lighting/Sound Tech	<i>(Please include Tech department and/or Lighting/Sound Technician in distribution as appropriate)</i>
<b>FOOD/BEVERAGE SERVICE</b> <i>(Please do not overestimate)</i>		<b>Special Notes/Instructions</b>
Coffee – Regular Coffee – Decaf Hot Water    Water Juice            Soda <i>Includes milk, sweetener, cups, stirrers, ice, napkins when applicable</i>	Bagels/Cream Cheese Fruit Pretzels/Chips Danish/Coffee Cake Lunch/Dinner <i>Includes paper goods and plastic ware</i>	<i>Quantities will be determined based upon expected attendance unless otherwise specified here.</i>

**Room Layouts** (Check one):

**Theater Style-** (chairs facing front)

**Circular-** (chairs in a circle)

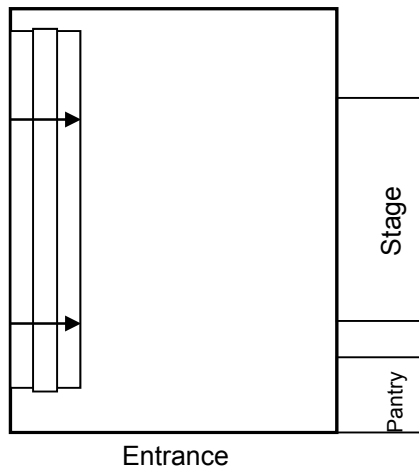
**Hollow Square-** (tables/chairs in square)

**Roman:** tables in Roman numeral II

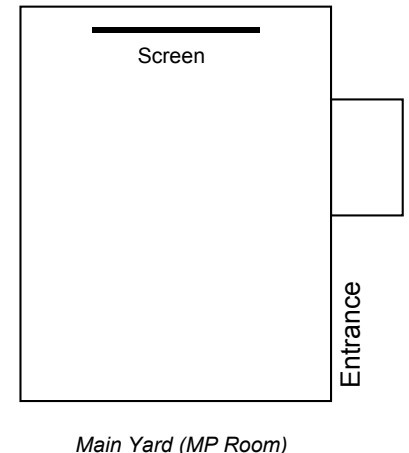
**Semi-Circle**

*For a special layout **not listed above**, print form and draw a diagram, then submit to Facilities. Otherwise, no need to print, just click **SUBMIT** above.*

**Community Center**



**Board or Multipurpose Room**



**To submit, please click 'SUBMIT' above- an email should open with a pdf of this form already attached. If this does not happen, please save form as pdf and enclose in an email to [bacchionem@cee-school.org](mailto:bacchionem@cee-school.org)**