

# Eckerd College Event Registration Form

Complete and return this form to the Office of Campus Activities in Brown Hall **within 5 business days** of event. Event and event location is not confirmed until sponsoring organization receives approval from Campus Activities. Any questions should be directed to Lova M. Patterson x8894.

Event Information

**Title of Event:** \_\_\_\_\_  
(This title must be unique. Please be descriptive. Do not enter titles such as "meeting" or "concert.")

**Date of Event:** \_\_\_\_\_ **Beginning time of event:** \_\_\_\_\_ **Ending Time of Event:** \_\_\_\_\_

**Requested location of Event:** \_\_\_\_\_ **Expected attendance:** \_\_\_\_\_  
(Please be specific - include building name and room number)

**Description of Event:** \_\_\_\_\_  
(Please include the names of any speakers or bands, and major components of the event. Any contracts for performers must be signed by an official representative of Eckerd College, ie. faculty or staff member. )

**Will the sound be amplified:** \_\_\_ yes \_\_\_ no **Type of sound:** \_\_\_\_\_

Sponsor Information

**Sponsoring Organization:** \_\_\_\_\_

**Contact Person (full name):** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Campus Box #:** \_\_\_\_\_ **Campus / local Phone #:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

\*\*\*\*\*Facilities Set-Up\*\*\*\*\*

Number of items needed	
Tables _____	Chairs _____
Stage (4x8) _____	
Garbage Receptacles _____	
Description of Set-Up _____	
_____	
_____	
_____	
_____	

A/V Equipment for Fox Hall and Miller Auditorium <small>(If full PA system is needed, please fill out equipment request form)</small>	
Microphone _____	Podium _____
Projector _____	TV/VCR _____
Other _____	
Description of Set-Up _____	
_____	
_____	
_____	

**For catering, please contact [catering@eckerd.edu](mailto:catering@eckerd.edu).**

Approval

**By submitting this form, the sponsoring organization/department assumes responsibility to insure that those in attendance comply with all College policies. Failure to adhere to these policies may jeopardize the organization's future sponsorship privileges. In cases of disorderliness or non-compliance with campus policies (ie. alcohol policy) during the event, the event may be terminated and responsible parties may be adjudicated.**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**Event Approved?** \_\_\_ yes \_\_\_ no **Approval granted by:** \_\_\_\_\_

**Additional signatures required:** \_\_\_ yes \_\_\_ no **Dean of Students:** \_\_\_\_\_