



# Event/Room Booking Request Form

INTERNAL/CAMPUS CLIENTS

Use TAB to move between the fields (if you hit ENTER, then hit BACKSPACE to undo)

Name of user group/department: \_\_\_\_\_  
Event title: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_  
Contact name: \_\_\_\_\_ Department: \_\_\_\_\_  
Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_ Activity: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Time of access for setup: \_\_\_\_\_ AM Time attendees will arrive: \_\_\_\_\_ PM  
**Start time: \_\_\_\_\_ AM End time: \_\_\_\_\_ PM**  
Convo offered? YES Anticipated attendance: \_\_\_\_\_  
Will food be served? NO Have you contacted catering? NO x6380  
Do you need reserved/VIP parking spaces? YES How many? 2 What time? 8:00 AM - (select)

**Room(s) requested:** \_\_\_\_\_

**Equipment** (please list quantity)\*:

\_\_\_ 60" Round tables \_\_\_ 30" X 72" tables \_\_\_ 16" X 72" tables \_\_\_ Chairs  
\_\_\_ Table Skirting \_\_\_ Podium \_\_\_ Easels (for room and directions to room)  
\_\_\_ Handheld microphone \_\_\_ Lavalier microphone \_\_\_ Direct Box \_\_\_ Linens  
\_\_\_ Flipcharts \_\_\_ Dry-erase markers \_\_\_ Power Point \_\_\_ DVD/VHS  
\_\_\_ Projector (LCD): \_\_\_ Front projection \_\_\_ Rear projection \_\_\_ Transparency  
\_\_\_ Projector screens: \_\_\_ Freestanding \_\_\_ Fast Fold screen/ dress kit/size (\_\_\_\_)  
\_\_\_ Pipe & Drape Other: \_\_\_\_\_

Equipment you will be bringing: \_\_\_\_\_

Do you need to connect a projector to the sound system? NO Do you require technical support? NO

\* The Curb Event Center maintains an equipment inventory that can be viewed at [www.belmont.edu/curbeventcenter](http://www.belmont.edu/curbeventcenter). Equipment needs that exceed this inventory incur rental fees.

Are there special security requirements? (select), (please describe)

Please describe the event itinerary:

Contact with group/speaker/artist(s): Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_