

Williams Center Student Union, Multipurpose Room

(MPR) Event Information and Set-up Form

All event information and set-up sheets must be received and approved by the Campus Life Office at least TWO WEEKS prior to the date of the event. Events that require set-ups (tables, chairs, stage) will be assessed a set-up/teardown fee and billed as ODD JOBS.

Only the representatives listed below may make changes to the form; and are responsible for understanding and following all Fredonia policies. Notification of changes must be made at least 24 hours prior to the start of the setup. Organizations that fail to notify us of an event cancellation 24 hours in advance will be billed for Odd Jobs service.

Event Name: _____

Sponsoring Organization: _____

Event Date: _____

Event Start Time: _____

Event End Time: _____

Time The Club Will Set Up: _____

Representative's Name: _____

Representative's Phone Number: _____

Representative's Email Address: _____

(Campus Life Office Use Only):

Odd Jobs Setup Time: _____	Odd Jobs Teardown Time: _____
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Event Information: Anticipated Attendance # _____

Is this event a fundraiser? **(Circle One)** YES NO

Refreshments? **(Circle One)** BY FSA OUTSIDE CATERER NONE

(FSA Must Approve)

Check one of the following:

This event is ticketed: Prices: \$ _____ Student, \$ _____ General Public

This event is free, open to the public. Tickets are not required.

This event is free, and only open to the campus community (Students, Faculty, Staff).

This event is free, and only open to this organization's members.

*** Organizations wishing to charge admission for events must contact the Fredonia Ticket Office***

Please provide a description of your event, including a description of any decorations being used. Decorations must be approved by Campus Life: _____

Equipment Needs: Check all that apply.

- Stage # _____
- Stage Skirting
- Round Tables # _____
(Table cloths for rounds must be requested by FSA)
- 6' Tables # _____
- Table Cloths
- Table Skirting
- Chairs (total)# _____
- Chairs Per Round Table # _____ (max 8)
- Easels # _____
- Piano
- Use a Balcony
- Doors Closed (Down)
- Doors Closed (Upstairs)
- DJ Contracted

Name: _____

Phone #: _____

- DJ will bring own speakers

Any other equipment or AV needs may be described here:

Audio-Visual Equipment: Check all that apply.

- Building Sound
- Sound Services already contracted (responsibility of Organization)
- Wired Microphones # _____
- Microphone Stands # _____
- Handheld Wireless Microphones # _____
- Wireless Lavalier Microphones # _____ (max 2)
- TV DVD
- Podium with Microphone
- LCD Projector & Screen
- Wireless Keyboard and Mouse (House Computer System)
- Bringing own laptop to connect via HDMI
Type (Circle): MAC PC
- *Those using a MAC are responsible for bringing their own adapters to connect to HDMI/VGA*
- MP3 Connection
- Camera for Zoom (IT support needed)



Please sign here that you have read the terms and understand your responsibilities:

Please draw how you'd like your event set-up using the diagram below. Stage options are also shown below.

