

EDGERTON CENTER INTERNAL EVENT FORM



Date Requested:
 Confirmation #:

Executive Director Approval Date

(For ECPA Use Only)

Event not confirmed in the Edgerton Center until approved by the Executive Director, including accompanying cost estimate. Phone call and email reservations are tentative only and not confirmed without this form returned APPROVED.

General Information.		Type of Event: <input style="width: 100%;" type="text"/>
	EVENT NAME:	<input style="width: 100%;" type="text"/>
	EVENT DATE:	<input style="width: 100%;" type="text"/>
	EVENT START TIME:	<input style="width: 50%;" type="text"/> ESTIMATED EVENT LENGTH: <input style="width: 50%;" type="text"/>
	ORGANIZATION:	<input style="width: 100%;" type="text"/>
	CONTACT PERSON:	<input style="width: 100%;" type="text"/>
	EMAIL:	<input style="width: 60%;" type="text"/> PHONE EXT: <input style="width: 40%;" type="text"/>
	ADVISOR:	<input style="width: 100%;" type="text"/>

Box Office Needs		IF YES, fill out the following:														
Are you charging admission?	<input style="width: 100%;" type="text"/>															
Would you like ECPA to handle your ticket sales?	<input style="width: 100%;" type="text"/>															
<i>A copy of the ECPA Box Office Policies will be issued if Box Office Services is used.</i>																
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Price Code</th> <th style="text-align: left;">Price</th> </tr> </thead> <tbody> <tr> <td>General Public</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td>Faculty / Staff</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td>Alumni</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td>Senior Citizens</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td>Student</td> <td style="text-align: center;">\$0.00</td> </tr> <tr> <td>Child, under 12</td> <td style="text-align: center;">\$0.00</td> </tr> </tbody> </table>	Price Code	Price	General Public	\$0.00	Faculty / Staff	\$0.00	Alumni	\$0.00	Senior Citizens	\$0.00	Student	\$0.00	Child, under 12	\$0.00
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Lobby and House Needs		# of audience expected to attend: <input style="width: 100%;" type="text"/>
Catered Event?	<input style="width: 100%;" type="text"/>	<i>Catered events must contract through FLIK, 383-194</i>
Do you need tables in the lobby?	<input style="width: 100%;" type="text"/>	# of tables: <input style="width: 100%;" type="text"/>
Do you need chairs in the lobby?	<input style="width: 100%;" type="text"/>	# of chairs: <input style="width: 100%;" type="text"/>
<i>Chairs and tables must be arranged with Buildings and Grounds by calling 365-7551</i>		

Technical Needs		
When would you like to load-in to begin?	<input style="width: 100%;" type="text"/>	Do you need the podium? <input style="width: 100%;" type="text"/>
Will you need stage lighting?	<input style="width: 100%;" type="text"/>	Spot Light? <input style="width: 100%;" type="text"/>
Will you need the piano?	<input style="width: 100%;" type="text"/>	Will you require use of the dressing rooms?
Will you use the sound system?	<input style="width: 100%;" type="text"/>	Microphone Needs: <input style="width: 100%;" type="text"/>
		# of mics: <input style="width: 100%;" type="text"/> Podium Mic? <input style="width: 100%;" type="text"/>

Audio/Visual Needs		
Power Point/Visual Projector?	<input style="width: 100%;" type="text"/>	Screen? <input style="width: 100%;" type="text"/> Slide Projector? <input style="width: 100%;" type="text"/>
Hooking up a laptop? (You must supply)	<input style="width: 100%;" type="text"/>	DVD Player? <input style="width: 100%;" type="text"/> VCR? <input style="width: 100%;" type="text"/>
Do you need projector sound through the house sound system? <input style="width: 100%;" type="text"/>		

If you need a DVD player, slider projector or VCR, arrangements must be made BY YOU through the AV Dept at ext. 7877

Tell us about your event and any special needs.

hour(s)

47

