

FORM MUST BE COMPLETED AND EMAILED TO THE PROVOST'S OFFICE BEFORE PROCEEDING WITH EVENT. THIS FORM DOES NOT SERVE AS A REQUEST FOR SERVICES LISTED BELOW – PLEASE CONTACT EACH DEPARTMENT WITH YOUR SPECIFIC REQUESTS.
BY COMPLETING THIS FORM, YOUR EVENT WILL BE INCLUDED ON THE CAMPUS CALENDAR AND THE PROVOST WILL FORWARD ALL EVENT PROMOTIONAL EMAILS.

Please follow procedures:

1. Employees should first check with their supervisor for approval. Clubs should complete a student activity form and have it approved by all listed.
2. College policy requires College Cafe be used for all food service. Exceptions should be discussed with College Cafe
3. **It is important to plan at least 2 months in advance of the event.** Space arrangement, food, facilities requests and security must be arranged before advertising. All areas require advanced notice to be able to assist.
4. Please follow up after your event, making certain all posted notices, room setups and other changes are removed or returned to original condition.

**CHECK ALL THAT APPLY: This event is for:
Faculty/Students/Staff () General Public ()
Invited Attendees Only ()**

DATE OF REQUEST:

DATE(S) OF EVENT

EVENT NAME:

COLLEGE SPONSOR:

TIMES:

Actual Event Time:

to

*Room Request:

***Many rooms require set-up and
breakdown time**

Contact Person:

Tel:

EMAIL:

Purpose of Event:

Computer Resources:

Contact IT for computer use or connections (25452)

Media Equipment:

Contact Media Services (for mics, data projector, laptops, PowerPoint, music, filming)

[Media Request Website](#)

Refreshments:

Amount:

Approved by:

(Only certain rooms are allowed food)

[Food order Website](#)

Room Setup:

Facilities Work Order – **7 Days Notice Required**

Work Order Website: <http://intranet.pbcc.edu/facilities/WorkOrderForm.htm>

Estimated Attendees:

(Contact Security for special security requests (25600))

Planned Publicity on Campus: Flyer Campus Alluser CCTV

PGA Marquee (L.Averill) [College Calendar/LED Sign Request Form](#)

Publicity Requests for CRM: [CRM Website](#) or call 868-3122

Once received by Provost office, copies will be sent to:

Dean of Academic Affairs, College Relations & Marketing, Appropriate VP, Campus Security,
Media Services, Coordinating Council Members, Facilities, College Café, Campus IT, L. Averill, Rec. Dept.