Filling out this form does NOT reserve a space – you must call to reserve a space. See the Process for Event Planning for who to call for different spaces.

THIS FORM DOES NOT SERVE AS A REQUEST FOR THE SERVICES LISTED BELOW – PLEASE CONTACT EACH DEPARTMENT WITH YOUR SPECIFIC REQUESTS.

Please follow procedures:
1. Employees/Students should first check with their supervisor for approval of the event or activity.
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 well in advance of your event. All departments on the campus require advanced notice to be able to assist with your event.
4. Please follow up after your event to make certain notices and room setups are removed or returned to original condition.

THIS EVENT FORM MUST BE COMPLETED AND EMAILED TO THE PROVOST’S OFFICE AT LEAST 10 DAYS BEFORE THE EVENT.

DATE OF REQUEST:

DATE(S) OF EVENT:

EVENT NAME:

COLLEGE CONTACT (Name and phone):

TIMES:
Actual Event Time: to

*Room Request:
*Many rooms require set-up and breakdown time

Event 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)
☐ Refreshments: Amount: Approved by: (Only certain rooms are allowed food)
☐ 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(J. Shepherd) ☐ 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 Cafe, Campus IT, Jackie Shepherd, Rec. Dept.

6/30/2015