

# College of Law Event Request Form

Event Title\*: \_\_\_\_\_ Event Date\*: \_\_\_\_\_

Organization Type\*:

Organization/Department Name\*:

## Requestor Contact Information

First and Last Name\*: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Email\*: \_\_\_\_\_ Phone\*: \_\_\_\_\_

Mail / Billing Address\*: \_\_\_\_\_ City\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip\*: \_\_\_\_\_

## Event Details

Is this a recurring event?\*  Yes  No

If YES, please list all the dates of the event:

Would you like this event added to the Public Calendar?\*  Yes  No

If YES, please add event description for the calendar:

Link Text: \_\_\_\_\_ Link URL: \_\_\_\_\_

Room will be accepted "as-is". No additional items needed.\*  Yes  No

Room Access Time\*: \_\_\_\_\_ Event Start Time\*: \_\_\_\_\_ Event End Time\*: \_\_\_\_\_

## Areas Requested

Seating Capacity Needed / Expected Attendance \*: \_\_\_\_\_

- Conference Center Space
- Lower Level Pre-Function Space
- Ceremonial Courtroom
- Faculty Commons
- Ground Floor Atrium

- Lecture Hall – 80/90 Seat
- Classroom – 50 Seat
- Seminar/Breakout Space
- Tabling Space
- Other: \_\_\_\_\_

## Payment

*With the exception of College of Law groups, all GSU departments or chartered Student Organizations must provide Speedtype information. Non-affiliated or External Groups will need to indicate their form of payment. Invoices will be sent via email.*

Method of Payment: College of Law ONLY Speedtype Check or Money Order Credit Card

Speedtype: \_\_\_\_\_

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## Setup & Services

For any additional setup and services, requests must be received at least 48 hours prior to event.

Furniture Setup (if applicable): Boardroom Theater Banquet Classroom Conference ('U' or Box)

6 ft Folding Tables (enter qty 0-10): \_\_\_\_\_

8 ft Folding Tables (enter qty 0-10): \_\_\_\_\_

5 ft Round Tables (enter qty 0-20): \_\_\_\_\_

6 ft Rolling Tables (enter qty 0-25): \_\_\_\_\_

High Boy Tables (enter qty 0-15): \_\_\_\_\_

Setup Notes or Special Needs:

## Additional Services

Groups are responsible for furnishing their own laptop or media device. Devices need to connect via HDMI or VGA and a Stereo-mini line input. Resolution for presentations should be set to 1920 x 1080 or a 16:9 aspect ratio.

### Audio Visual

- Handheld Wireless Microphone
- Lavalier Wireless Microphone
- Projector
- Technical Support

### Meeting Supplies

- Dry-Erase Board (48"x24")
- Display Easel
- Flipchart/Dry-Erase Easel
- Easel Pad with Markers

## Catering

The College of Law Conference Center has one preferred caterer, Panther Dining. Other Catering services may be arranged after approval from the Conference Center Office. Use of any outside vendor by College of Law or GSU Groups will require completion of a Contract Routing Form.

Catering Company: None Panther Dining Other

Catering Notes:

Catering Service Start Time: \_\_\_\_\_

Catering Service End Time: \_\_\_\_\_

For Conference Center Events ONLY:

Are you planning on serving Alcohol\*?  Yes  No

Use, sale, or distribution of alcohol for any purpose is prohibited unless approved no less than three weeks in advance by the Conference Center Office and granted permission by the Georgia State University President or his/her designee. A Request to Serve Alcohol Form will need to be completed. More information can be found in the College of Law Conference Center Policies.