

College of Law Event Request Form

Event Title*: _____ Event Date*: _____

Organization Type*:

- GSU University Department
- GSU Chartered Student Organization
- Non-GSU Affiliated Organization

Organization/Department Name*:

Requestor Contact Information

First and Last Name*: _____ Title/Position: _____

Email*: _____ Phone*: _____

Mail / Billing Address*: _____ City*: _____ State*: _____ Zip*: _____

Event Details

Room Access Time*: _____ Event Start Time*: _____ Event End Time*: _____

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 College of Law Public Calendar?*

Yes No

If YES, please add event description for the calendar:

Area(s) Requested

- Knowles Conference Center
- Lower Level Pre-Function Space
- Auditorium/Ceremonial Courtroom
- Faculty Commons – 50 Seat
- Ground Floor Atrium

Seating Capacity Needed / Expected Attendance *: _____

- Lecture Hall – 80/90 Seat
- Classroom – 50 Seat
- Seminar/Breakout Space – 5-20 Seat
- 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: 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): Theater Banquet Classroom Conference ('U' or Box)

Additional Furniture:

-Registration/Exhibitor Tables (enter qty 0-10): _____

-Catering Tables (enter qty 0-10): _____

-High Boy Tables (enter qty 0-10) \$15 each: _____

Setup Notes or Special Needs:

Additional Services

Groups are responsible for furnishing their own laptop or media device for events in the Conference Center. 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 - \$15 each
- Lavalier Wireless Microphone - \$15 each
- Presentation Laptop (Conference Center Only) - \$30
- Recording/Live Streaming - \$30/hr
- Guest Wi-Fi Login – Complimentary
- Technical Support

Meeting Supplies

- Dry-Erase Board (48"x24") - \$15 each
- Display Easel - \$5 each
- Flipchart/Dry-Erase Easel - \$10 each
- Easel Pad with Markers - \$10 each

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.