

ACTIVITY PLANNER

LOYOLA MARYMOUNT UNIVERSITY

CONTACT INFORMATION	
Club Name _____	Email _____
Person Completing Form _____	Contact Number _____
Event Contact Person (if different than above) _____	Contact Number _____

EVENT INFORMATION	
Event Title _____	
Proposed Event Date(s) _____	
Proposed Event Location _____	2nd Choice Location _____
<i>Diagram is required for any space other than a classroom, the Bird Nest, the Living Room, and Malone 306 and 403.</i>	
Expected Attendance _____	Off Campus Guests _____
Set Up Time _____	Start Time _____
End Time _____	

EVENT DETAILS	
Yes No	
<input type="checkbox"/> <input type="checkbox"/>	Fundraiser: <i>What will you be selling? For how much?</i> _____
<input type="checkbox"/> <input type="checkbox"/>	Philanthropy: <i>Where is the money being donated?</i> _____
<input type="checkbox"/> <input type="checkbox"/>	Off-Campus Vendors: <i>Vendor Name:</i> _____ <i>Contact Info:</i> _____
<input type="checkbox"/> <input type="checkbox"/>	Contracts: <i>Are there any contracts for performers, rentals, food or merchandise sales or other items?</i> <i>Company Name:</i> _____ <i>Contact Info:</i> _____

APPROVALS	
Yes No	
<input type="checkbox"/> <input type="checkbox"/>	Food and/or Beverages: <i>If yes, Provided by</i> <input type="checkbox"/> Sodexo <input type="checkbox"/> Club or Department <input type="checkbox"/> Restaurant <i>Sodexo Approval Signature</i> _____ <i>Date:</i> _____
<input type="checkbox"/> <input type="checkbox"/>	Alcohol: <i>If yes, Sodexo Approval Signature</i> _____ <i>Date:</i> _____
<input type="checkbox"/> <input type="checkbox"/>	Special Fields or Facilities: <i>If yes, Approval Signature</i> _____ <i>Date:</i> _____
<input type="checkbox"/> <input type="checkbox"/>	Outdoor Amplification: <i>If yes, SLD Approval Signature -</i> _____ <i>Date:</i> _____

CLUB AND DEPARTMENT AGREEMENT	
1. The club or department listed above is responsible for upholding all University policies related to this event. 2. All products sold and/or actions taken by the organization, guests, and/or invited vendors must comply with the University's mission, goals and policies as stated in the current <i>Student Handbook</i> and the <i>Club, Organization, & University Program Resource Manual</i> . 3. Approval from SLD is given for the event described above only. Any changes must be reported to SLD. 4. No publicity may be released until final approval has been given by SLD and the venue and date are confirmed by Conference and Event Services.	
<i>Club Representative Signature:</i> _____ <i>Date:</i> _____	
<i>Club Advisor Name :</i> _____ <i>Club Advisor Email Address:</i> _____	
Please note: Your request <u>will not</u> be processed if this form is not filled out completely and accurately.	

OFFICE USE: RCVD: _____	SLD Approval Signature _____	Type: Mtg / Social	Date: _____
Ref #: _____	Entered By: _____	Date: _____	

ADDITIONAL INFORMATION

CONTENT - PLEASE DESCRIBE YOUR EVENT

Purpose of Event: _____

What Will Happen at This Event: _____

Expected Audience: Students Faculty/Staff Off Campus: _____

Please check box

(please explain who the off-campus guest(s) will be)

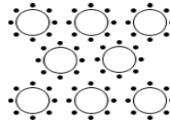
PLEASE SELECT YOUR SET UP STYLE (INDICATE # OF PEOPLE IN BLANK)

Note: A diagram is required for **any** space other than: a classroom, the Bird Nest, the Living Room, and Malone 306 and 403.

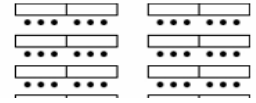
_____ Theatre Style



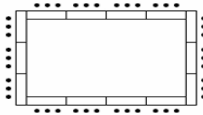
_____ Banquet Style



_____ Classroom Style



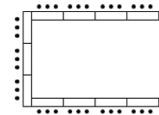
_____ Hollow Rectangle



_____ Board of Directors



_____ U-Shape



Please list quantity in blanks. **Not all equipment is available in all venues.** Please ask your scheduling representative for more information.

TABLES AND CHAIRS

Chairs _____

Rectangular Table _____
Circle Preference: 6' or 8'

60" Round Tables (Banquet) _____
Seats 6-8 people

6' Seminar Table _____
Hilton 300

3' High Cocktail Tables _____
The Hill

Serpentine Tables _____
For food, display tables
The Hill

Special Instructions:

AUDIO VISUAL EQUIPMENT

Movie Projector Package _____
Includes: LCD Projector, DVD Player, Screen, PA system, AV Table, Connecting Cords.

Data Projector Package _____
Includes: LCD Projector, Screen, AV Table, Connecting Cords. Does not include laptop.

Laptop: _____

Will you need to hook up sound for this presentation? Circle YES or NO

Overhead Projector Package _____
Includes: Overhead Projector, Screen. For displaying transparencies.

PA System & Mic _____
List Microphone Quantity.

Podium _____

Television _____
Circle One: w/ Cable, w/ DVD, w/ VHS

Special Instructions:

OTHER ESSENTIALS

Staging _____
Please select dimensions:
8' x 8'
12' x 8'
16' x 12'
24' x 12'

Trash Cans _____

Barbecue _____
Food and chef coordinated with Sodexo.
Sodexo approval:

Fireplace _____
Bird Nest, Huesman Lounge

Special Instructions: