

Attachment A

Reservation Request Form

PHONE: (828) 227-7206 FAX: (828) 227-7250

This form must be returned with approvals to the University Center 10 business days prior to event date. If you fail to return this information, your event may be cancelled.

Contact Name:

Phone: Email:

Organization/Department (No Abbreviations):

Title of Event: Type of Event:

Location of Event: Date of Event:

"Actual" Start Time: "Actual" End Time:

Approximate Number of People Attending:

Budget code or Other Method of Payment:

\*ANY & ALL Food must be provided by WCU Dining Services - (828) 227-3969. If you would like to have food provided by an outside source, you must have the Director of Aramark's permission.

Aramark Catering? Yes No (if yes, must make arrangements through Aramark)
Outside Catering Source? Yes No (if yes, must have signature/approval of Director of Aramark AND Health Inspector)

Signature of Senior Food Service Director, Todd Littrell: Date:

Signature of Health Inspector: Date:

Is this a BYOB event? Yes No (Illusions and The Cats Den are only spaces available for BYOB.)
\*If Yes, separate paperwork is required.

Will you or a member of your group be arriving prior to the actual starting time of the event? Yes No
If so, please indicate what time you need access to the room:

Equipment

Microphone (number needed): Wireless (handheld) Wireless (lapel) Corded Podium (w/microphone)
Sound System (Speakers, CD player) Screen TV/VCR/DVD LCD Projector Laptop
Number of: Chairs 8' Banquet Tables 6' Round Tables

Will there be a DJ at your event? Yes No
Will there be a Band at your event? Yes No
Charging Admission? Yes No

Additional Requests or setups/arrangements for the room (use back of page if needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals**

\*Advisor Name: \_\_\_\_\_  Approved  Not Approved  
Date: \_\_\_\_\_

University Police: Tom Johnson  Approved  Not Approved Date: \_\_\_\_\_

Ramsey Center: Bill Clarke  Approved  Not Approved Date: \_\_\_\_\_

Athletics: Fred Cantler  Approved  Not Approved Date: \_\_\_\_\_

Intramurals: Debby Schwartz  Approved  Not Approved Date: \_\_\_\_\_

Final Approval → University Center Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Extra staff needed for event: Yes \_\_\_ No \_\_\_ Security needed for event: Yes \_\_\_ No \_\_\_

