### EVENT INFORMATION

Person Making Request:  
Event Contact Person:  
Email:  
Department or Student Organization:  
Requested Date (Month, Date, Year):  
Alternative Date(s):  
Name of Event:  
Room Access Time:  
Type of Event:  
Event Start Time:  
Event End Time:  
Breakdown Time:  
Is this event being Co-Sponsored?  
Name of Co-Sponsoring Organization:  
Is approved Co-Sponsorship application attached?  

### SPACE REQUESTED

- 201  
- 202  
- 203  
- 210  
- 211  
- 212  
- 213  
- 214  
- 215  
- 216  
- 313  
- Atrium  
- Fireplace Lounge  
- Lobby  
- UC Plaza  
- Underground Patio  
- Café Patio  
- Alumni House Multipurpose Room  
- Alumni House Board Room  
- Alumni House Patio  
- Campbell Lounge 1  
- Campbell Lounge 2  
- Campbell Lounge 3  

### SERVICES NEEDED

**Food Service:**  
To place standard orders log-on to Adelphi.catertrax.com or for specialty orders contact Lackmann Catering at ext. 3954.

**Beer & Wine Service Request:**  
For alcohol service in the UC or Alumni House, details must be arranged at least 2 weeks prior to event and finalized 1 week prior.  
For alcohol service at other locations on campus, details must be arranged at least 6 weeks prior to event and finalized 1 week prior.  
Contact Beverage Manager at ext. 3647.

**Audio/Visual Needs:**  
Audio Visual includes items such as sound equipment, DVD players, LCD projectors, Laptops, etc.  
AV request must be made at least 2 weeks prior to event.  
Contact your Event Coordinator at ext. 3604.

### CORRESPONDENCE LOG

(For Office Use Only)

<table>
<thead>
<tr>
<th>Signature: X</th>
<th>Date</th>
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**Disclaimer:** Until a written confirmation for the space requested has been issued by the Office of Auxiliary Services, binding obligations such as speaker bookings, advertising, publications, etc. should not be entered into. The Department of Auxiliary Services reserves the right to change any requested space to alternate space. The department making the request shall be responsible for any and all direct expenses associated with their program.