

PROGRAM REQUEST FORM w/ SERVICES

Please complete this form during the planning process of your program. This form is form requesting both a space and services. **In order to book services, your organization must have money in their account to cover costs.** This form must be filled out in it's entirety before submission. No program can be advertised without prior approval. Please check your club/organization mailbox, located in Hillwood Commons, behind the information desk to see if your program was approved or denied. **PLEASE NOTE THAT THIS FORM MUST BE RECEIVED NO LATER THAN 2 WEEKS PRIOR TO YOUR EVENT. REQUESTS TURNED IN LATE ARE NOT GUARANTEED TO BE APPROVED.**

Name of Organization:		Today's Date:	
Name of Program:			
Name of Representative:		Phone:	
Contact Email:			
Date of Program (1st choice):		In Time:	Start Time:
<input type="checkbox"/> Allows for set-up/Clean-up time. For example: If your program starts at 6 pm but you need ½ hour to set up you would type: In Time: 5:30 pm - Start Time: 6 pm.		End Time:	Out Time:
Location (1st choice):		Location (2nd choice):	

Explanation/Purpose of program (be specific):

Approved:	Denied:
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Special Instructions from the Office of Student Life & Leadership Development:

Please Email the form to the appropriate person or print the form and drop it off at the Office of Student Life & Leadership Development, Hillwood Commons, Rm. 102.

Eric Zirlinger; Assistant Director of Student Life & Leadership Development: ext: 2818 or email eric.zirlinger@liu.edu
 Fernando Mendoza; Associate Director of Student Life & Leadership Development: ext: 2606 or email fernando.mendoza@liu.edu

CATERING REQUIREMENTS		
Paper Tablecloths:	Linen Tablecloths:	Linen Table Skirts:
Estimated Headcount:	Time of Set-up:	Time of Clean-up:
Please list items exactly as you would like them ordered through Aramark:		

CUSTODIAL REQUIREMENTS		
Chairs:	6 Foot Tables:	72" Round Tables:
Wastebaskets:		
Other:		

Please describe <u>IN DETAIL</u> where you want each item set up. You may attach or bring in a diagram if necessary. Examples: 6 foot table against East Wall:	
Time of Set-up:	Time of Clean-up:

NOTE
Please be aware that the custodians finish their shift at 3:00pm. Any set-ups after this time may incur overtime charges.

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