Columbia | Student Center
COLLEGE CHICAGO

Event Request Form

Please fill out this form and send it to studentcenter@colum.edu, and a member of our Student Center Staff will be in touch within 48 hours.

Today's Date:			
Requestor:		**Requestor Email and Phone:**	
Event Name:		**Event Type:**	
Date of Event:		**Time of Event:**	
Setup Time:		**Teardown Time:**	
Department/Org Hosting Event:		**Funding Source (Campus Dept Code or other):**	
Additional Contact:		**Additional Contact Email and Phone:**	
Preferred Space:	Yes ☐ No ☐ If so, please enter below:	**Will you need help from Student Center Crew?:**	Yes ☐ No ☐ If so, this can be discussed after form is submitted.
How many are you expecting to attend?:		**Who will be attending the event? (select all that apply):**	CCC Students ☐ CCC Staff/Faculty ☐ Non-CCC Guests ☐

Description of Event and Purpose:

Layout/Setup (please let us know what type of setup you need for the space. Select a layout then describe room setup below):

Please Check One:
- Classroom ☐
- Theater Seating ☐
- Hollow Square Conference ☐
- Boardroom ☐
- Grouped Table Seating ☐
- U-Shaped ☐
- Other ☐

*Please note that room layout and setup will depend largely on the space and will be subject to review by building operations staff.

Will there be catering:	Yes ☐ No ☐	**Alcohol Service:**	Yes ☐ No ☐
A/V Setup (If yes, then please describe need):	Yes ☐ No ☐		
Approved by:		**Date:**	