



Student Organization Event Registration Form

The Office of Student Engagement will review all submitted events before approval can be obtained. (Separate forms are available for Fundraising/Bake Sale Requests).

Please submit this form to the Office of Student Engagement at least four (4) weeks in advance for campus only events; and six (6) weeks in advance for events open to the general public; and twelve (12) months in advance when outside sponsors are desired/involved.

Today's Date: _____

Organization: _____

Event: _____

Event Date/Time _____ Check: OSU Mansfield NC State

Name: _____

Email _____

Event Category (Please Check One)

- | | | |
|--|--|--|
| <input type="checkbox"/> Lecture/Speaker | <input type="checkbox"/> Entertainer | <input type="checkbox"/> Holiday Event |
| <input type="checkbox"/> Family Event | <input type="checkbox"/> Film Festival | <input type="checkbox"/> Service Project |
| <input type="checkbox"/> Tournament | <input type="checkbox"/> Dance/Party | <input type="checkbox"/> Other _____
(Please specify) |

Event Description (Attach additional information if necessary)

Please select one of the following:

- This event is open to Ohio State Mansfield and NC State College campus community only.
- this event is open to the general public.

Are you interested in outside sponsors to assist with funding this event, providing door prizes, etc.?

- Yes No

If yes, this MUST be discussed with Nick Orosan, Director of Development (419-755-3931)

Signature of Advisor/Sponsor Date

Signature of President (if applicable) Date

FOR OFFICE USE ONLY

Date Request Rec'd _____ Approved By: _____
Coordinator of Student Engagement

Date Approved: _____ Date Denied: _____ Reason for Denial: _____

Today's Date _____

OSU-M/NCSC
SPECIAL EVENT SET-UP REQUEST

Please complete the following information and **submit it ten (10) days prior to the event set-up day**. OSU employees *email* setups to Tammy Smith at smith.173@osu.edu and NCSC employees send to Mark Collins (Kehoe Center-Shelby).

NAME OF ORGANIZATION _____ CHECK: OSU NCSC OTHER

NAME OF EVENT _____ PROFIT NON PROFIT

ROOM(S) _____ BUILDING _____ ESTIMATED ATTENDANCE _____

DATE RESERVED FOR **SETUP** _____ TIME RESERVED FOR **SETUP** _____

DATE RESERVED FOR **EVENT** _____ TIME RESERVED FOR **EVENT** _____

DATE RESERVED FOR **TEAR-DOWN** _____ TIME RESERVED FOR **TEARDOWN** _____

PRIMARY CONTACT PERSON _____ PHONE EXTENTION _____

ROOM OPTIONS

CAPACITY

- Campus Recreation Center (air conditioning not available) 1440 (bleachers only) 1,800 (bleachers & chairs)
- Bromfield 212 120
- Bromfield 117 55 (lecture style) 30 (tables & chairs)
- Student Union 120 (seated)
- Eisenhower 217 49 (tables & chairs) 50 (seated)
- Eisenhower Cafeteria 300
- Eisenhower Coffeehouse 65
- Kee Hall, 128 (A B C - circle all that apply) 40 (per room w/tables & chairs)
- Health Sciences Auditorium 118
- Health Sciences Center 116 30
- Picnic Pavilion 60
- Other
- Parking Lot 1 2 3 4 5 6 7 8 9 10 2,289 total campus parking

ROOM SETUP STYLES

- classroom style (chairs only) square, chairs on outside tables & chairs
- U-shape, chairs outside L-shape conference room appearance
- other, explain (see reverse)

GENERAL EQUIPMENT

NUMBER REQUIRED	ITEM NAME	MAXIMUM AVAILABLE
_____	Tables 6'	30
_____	8'	30
_____	5' (Kee Hall only)	55
_____	5' rounds	8
_____	Risers band 4' x 6' x 8" high	8
_____	4' x 6' x 16" high	7
_____	4' x 6' x 24" high	8
_____	4' x 6' x 26" high (CRC only)	4
_____	Risers choral	5
_____	Chairs plastic stackable	450
_____	Folding	50 each
_____	Burgundy arm chairs	13
_____	Portable chalkboards	2
_____	Easels	2
_____	Trash receptacles 9 indoor/outdoor	
_____	Portable coat racks (20 hooks/rack)	4
_____	Podium	2
_____	Lectern	4
_____	Traffic Control Posts	6
_____	Piano (Student Union, Riedl/Founders Auditorium, Riedl 229)	4

AUDIO VISUAL EQUIPMENT

- VCR/DVD
- Computer/Laptop
- Digital Projector
- Other_____

- Portable Sound System
- Microphones:
 - Podium (wired) Wireless Handheld Long Cord

MISCELLANEOUS

- | | | |
|---|------------------------------|-----------------------------|
| Roadway lights on? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Parking gates up? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Attached map for sign locations? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| General cleaning for indicated areas? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| General grooming for surrounding grounds? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Stakes for signs | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Food service required? CALL 755-4290 | | |

<u>Office Use</u>
Maintenance Assigned _____
Contract Mailed _____

FLOWERS & GREENERY

- 6' large green palms

BANNERS, FLAGS & SEALS

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> American Flag (2) | <input type="checkbox"/> Ohio Flag (2) | <input type="checkbox"/> OSU Flag (1) | <input type="checkbox"/> OSU Banner (1) |
| | <input type="checkbox"/> NCSC Podium Banner (1) | <input type="checkbox"/> NCSC Banner (2) | |

DESCRIPTION

Please describe the layout of the room(s) for the event.

ADDITIONAL COMMENTS