



# SRC CLUBS EVENT REQUEST—SOUTH CAMPUS

OFFICE USE

DATE RECEIVED	INITIALS
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CLUB	EVENT DATE
PROPOSED EVENT	EVENT TIME from _____ to _____
PURPOSE OF EVENT	
DESIRED LOCATION FOR EVENT <input type="checkbox"/> Student Life Centre Stage/Common Area <input type="checkbox"/> Student Life Centre Food Kiosk <input type="checkbox"/> Grab n' Go <input type="checkbox"/> Griff's Pub <input type="checkbox"/> NEXUS <input type="checkbox"/> Alcove 1 <input type="checkbox"/> Alcove 2 <input type="checkbox"/> Alcove 3 <input type="checkbox"/> Other location _____ # of Attendees expected _____	# OF TABLES/CHAIRS REQUIRED  PRINTING AMOUNTS REQUIRED <small>please provide digital copy</small> <input type="checkbox"/> 8.5 X 11 _____ (max. 25) <input type="checkbox"/> 11 x 17 _____ (max. 10) <input type="checkbox"/> 24 X 36 _____ (max. 2) large scale events only
EQUIPMENT NEEDED <small>Check all that apply</small> <input type="checkbox"/> Speakers w/ mic & aux cable <input type="checkbox"/> Square payment cable <input type="checkbox"/> Bluetooth speaker <input type="checkbox"/> Table Cloth <input type="checkbox"/> Cash box (float not included) <input type="checkbox"/> Cricut (machine only)	FOOD SERVICE MACHINES <small>Please let us know quantities of supplies needed - # of servings? _____</small> <input type="checkbox"/> Popcorn Machine <input type="checkbox"/> Hot dog roller <input type="checkbox"/> Cotton Candy Machine <input type="checkbox"/> Griddle <input type="checkbox"/> Snow Cone Machine <small>*All events involving food must be booked in the SLC food kiosk or Griff's Grab n Go unless otherwise approved</small>

APPROVAL		
_____	_____	_____
Signing Authority Name	Signature	Date
_____	_____	_____
Signing Authority Name	Signature	Date
_____	_____	_____
Signing Authority Name	Signature	Date
_____	_____	_____
Clubs & Volunteer Coordinator		Date