FALL 2019 SPACE REQUEST FORM
SCHEDULING OFFICE
(757) 221-3272, scheduling@wm.edu

Contact Person ___________________________________ Today’s Date ______________

Full Name of Organization (No acronyms) __________________________________________

Phone Number __________________________

Email Address __________________________________________

Name of Event/Meeting __________________________________________

Description of Event/Meeting __________________________________________

Date(s) of Event/Meeting ___________ Day(s) of the Week ___________ Estimated # of Attendees ___________

Start Time _______________ End Time _______________

Set-up Time (optional) _____________ Clean-up Time (optional) _____________

ROOM/LOCATION
________________________________________________________________________________________

Provide Alternatives
_____________________________________________________________________________________________________________________________

PLEASE CHECK ALL THAT APPLY

_____ Admission Charged ________________________________________

_____ Film Viewing ____________________________________________

_____ Alcohol Served _________________________________________

_____ Non W&M guests are attending ______________________________

_____ Catering ______________________________________________

_____ Security Needed _________________________________________

_____ Event is a fundraiser _____________________________________

_____ Contract with an artist or speaker will be signed _____________

_____ Event is open to the campus community ______________________

_____ DJ/Band _________________________________________________

_____ A speaker, not from the Campus has been invited ______________

_____ Event is outdoors _________________________________________

If yes, fill out the Description Form for Outdoor Events and refer to Outdoor Event Guide for further action. NAME OF SPEAKER _______________________________

_____ Food Served _____________________________________________

NEXT STEPS

1. **Plan your room set for Sadler Center.** If your event or meeting requires a very basic set-up and you do not need a diagram, you may complete the Sadler Center online furniture request form. If you have a more complicated set-up or would like a diagram, call the Sadler Office at (757) 221-3433 to schedule a meeting at least 10 days prior to your event to discuss the furniture set-up you will require. www.wm.edu/sc/furniture

2. **Determine your A/V needs** and submit an **A/V request form** at least 5 business days prior to your event. If you will need a technician present for the duration of your event, you must submit your request at least 10 business days in advance. www.wm.edu/sc/AV

3. **If your Event is outdoors**, outdoor events take more thought and planning. Learn the tricks (pdf) to make your outdoor event a success!