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)
_____________________________________________________________________

_____________________________________________________________________

Dates to Keep in Mind

First Day of Classes......August 26  Homecoming Weekend.......October 15-18
Family Weekend..........September 25-27  Thanksgiving Break...............November 25-29
Fall Break......................October 10-13  Last Day of Classes.................December 4

WHAT’S NEXT?

1. You will receive a confirmation for your event space. Please double check the date, time, and location for your event to ensure the reservation is correct. If you do not yet know setup and A/V details for your event, your reservation will be Tentative. The space will be held for you, but you must finish other steps outlined in your confirmation email to complete your reservation.

2. One month before the event you will receive an email from Student Unions and Engagement confirming the event resource details for your event. You can submit changes or additions up to two weeks before the event.

Please see back of form for more questions and details.
For more complex setups in Sadler Center/Campus Center, please draw or explain your furniture setup.

CHECK ONE

- Theater (chairs in rows)
- Banquet (Seating at Round Tables)
- U-shaped Conference Table
- Square Conference Table
- Clear Floor, Chairs around the Wall
- Other (describe or draw a diagram below)
- I am uncertain of my layout

CHECK ALL THAT APPLY

- Check all that apply
- Lecture
- Number of Registration Table(s)
- Number of Panel Table(s)
- I am uncertain of my furniture needs

Setup Needs for Sadler Center/Campus Center

Other Considerations: Check All That Apply

- Admission Charged
- Alcohol Served
- Audio Visual (further action required)
- Event is Outdoors
- Minors (non-college students) are attending event
- Non W&M Guests are Attending
- Security Needed

NAME OF SPEAKER ________________________________

A Speaker or Artist, not from campus, has been invited

Contract with an artist or speaker will be signed

Food Served

Professional Caterer

Full Meal

Snacks

For more complex setups in Sadler Center/Campus Center, please draw or explain your furniture setup.

<table>
<thead>
<tr>
<th>Room</th>
<th>Theater Set</th>
<th>Banquet Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chesapeake ABC</td>
<td>670</td>
<td>370</td>
</tr>
<tr>
<td>Chesapeake AB</td>
<td>330</td>
<td>230</td>
</tr>
<tr>
<td>Chesapeake BC</td>
<td>230</td>
<td>160</td>
</tr>
<tr>
<td>Chesapeake A</td>
<td>330</td>
<td>230</td>
</tr>
<tr>
<td>Chesapeake B</td>
<td>80</td>
<td>50</td>
</tr>
<tr>
<td>Chesapeake C</td>
<td>120</td>
<td>80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room</th>
<th>Theater Set</th>
<th>Banquet Set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commonwealth</td>
<td>420</td>
<td>N/A</td>
</tr>
<tr>
<td>Tidewater AB</td>
<td>380</td>
<td>240</td>
</tr>
<tr>
<td>Tidewater A</td>
<td>220</td>
<td>120</td>
</tr>
<tr>
<td>Tidewater B</td>
<td>120</td>
<td>80</td>
</tr>
<tr>
<td>Trinkle</td>
<td>600</td>
<td>360</td>
</tr>
</tbody>
</table>

These are maximum capacities. Total numbers may be affected by additional needs such as catering, A/V, etc.