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...........January 22                        Easter Sunday..................April 12
Charter Day.....................February 7                      Admitted Students Day.....April 18
Spring Break.....................March 7-15                      Last Day of Classes.............May 1

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)
  - Number of Chairs per table
- 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

- Lectern
- Number of Registration Table(s)
- Number of Panel Table(s)
- I am uncertain of my furniture needs

NAME OF SPEAKER __________________________

- A Speaker or Artist, not from campus, has been invited
- Contract with an artist or speaker will be signed
- Professional Caterer
- Full Meal
- Snacks

Setup Needs for Sadler Center/Campus Center

<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.