**Student Group or Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **General Information** |
| * Request must be submitted **at least one week prior** to the date of the event.
* Clubs must go through the DSU for space reservations.
* If a set-up by Plant and Facilities is required, a work order form must be filled out and brought to 2E.21. Don’t forget to attach a copy of the completed work order to this form.
* No bookings will be accepted for activities during the first or last week of classes.
* Events that take place after 5:00 pm, on weekends, or off campus must have a college employee present.
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| **Event Details** |

**Event name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you co-hosting the event with an external organization? ⃝ Yes ⃝ No**

**If yes, please provide the name of the organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of the event** (dd/mm/yyyy): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of the event** (hh:mm)**: \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_**

**Pre event set-up start time, if required** (hh:mm)**: \_\_\_\_\_\_\_\_\_\_ Post event take down end time** (hh:mm): **\_\_\_\_\_\_\_\_\_\_\_**

**Is this event recurring? ⃝ No ⃝ Yes**

**If yes, event will recur: ⃝ Daily ⃝ Weekly ⃝ Monthly until** (dd/mm/yyyy) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***OR* 2nd event date:** (dd/mm/yyyy) **\_\_\_\_\_\_\_\_\_\_\_\_\_ 3rd date:** (dd/mm/yyyy) **\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event type (Check one):**

⃝ Dinner

⃝ Exhibition

⃝ General Fundraiser

⃝ Bake sale Fundraiser

⃝ Meeting

⃝ Show

⃝ Guest Speaker

 Name of the speaker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Screening

Film name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please attach a copy of the film rights to this form. Copyrights must be visible in screening room)

**Event details including purpose and benefits to the Dawson community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Target audience:**  ⃝ Dawson Students ⃝ All Dawson Community ⃝ All CEGEP students ⃝ Public

**Location(s)** (Check all that apply)**:**

⃝ Upper Atrium Escalator (max.1 table/group)

⃝ Upper Atrium theatre

⃝ Lower atrium (Only 1 table against the wall)

⃝ Conrod’s (2F.1)

⃝ Front of Conrod’s [ ⃝ include window banner]

⃝ Back of Conrod’s

⃝ Conrod’s Kitchen Only

⃝ Oliver’s (2C.17)

⃝ Oliver’s Kitchen Only

⃝ 3rd Floor Cafeteria (3C.1)

⃝ Amphitheatre (4C.1)

⃝ Dance Room (4F.1 or 0H.3)

⃝ Multipurpose Room 5B.16

⃝ Conference Room (5B.13)

⃝ Courtyard [ ⃝ Conrod’s ⃝ 2H ⃝ Gazeebo ⃝ Cafeteria]

⃝ Campus Grounds [ ⃝ East ⃝ West]

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| **Promoting the event** |

**⃝ Banner Space** (max.1 week) **Date** (mm/dd/yyyy)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

⃝ Front of the escalators 2nd floor

⃝ Front of the escalators 3rd floor

⃝ De Maisonneuve

⃝ Atrium (suspended lines)

⃝ Conrod’s

⃝ Cafeteria

**⃝ Omnivox ⃝ Flat screen**

E-mail event description and title (exactly what you would like the post to read) to your CLL coordinator. If you would like to include an image, be sure to attach it as a jpeg, gif, or png file; landscape orientation; min. 1024x 576 pixels and max. 1920x1080 pixels.

**⃝ Posters** (Posters must be approved by CLL, and each poster must be stamped before being posted.)

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| **Equipment and Set-up** (Check all that are required and include quantity required) |

**Equipment from Campus Life & Leadership 2E.6**

⃝ Cash box \_\_\_\_\_

⃝ Popcorn machine

⃝ Banner paper and paint

⃝ Extension cord \_\_\_\_\_

⃝ Insulated thermos \_\_\_\_\_

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

⃝ Microphones \_\_\_\_\_

 ⃝ Microphone stands \_\_\_\_\_

 ⃝ Ipod connection \_\_\_\_\_

 ⃝ Computer connection \_\_\_\_\_

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| **A WORK ORDER IS REQUIRED FOR ALL SET-UPS AND FOR ANY OF THE FOLLOWING ITEMS.**The student or staff coordinator must submit a Work Order form to Plant and Facilities in 2E.21. Please attach a copy of the completed work order to this form.  |
| ⃝ Rectangular tables \_\_\_\_\_(Only one table is allowed per group in the Upper Atrium Escalator area) ⃝ Chairs \_\_\_\_\_⃝ Rolling bulletin board \_\_\_\_\_⃝ Table cloths \_\_\_\_\_⃝ Partitions \_\_\_\_\_ | ⃝ Retractable dividers \_\_\_\_\_⃝ Easels \_\_\_\_\_⃝ Stage (up to eight 4x8 pieces) \_\_\_\_\_⃝ Floor taping (Only floor tape is permitted)⃝ Security (After 6pm 35$/hr minimum 4hrs)⃝ Speakers \_\_\_\_\_ (specify AV equipment on the work order)⃝ Full band set up \_\_\_\_\_ (specify AV equipment on the work order)Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **For extensive set-ups, please provide a detailed description of how equipment will be used.****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**By signing this form, you agree to comply with all relevant College policies and procedures and take full responsibilities for the space(s) reserved and persons using it with you.**

**Student coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher/Staff coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **OFFICE USE ONLY****Received on (dd/mm/yyyy) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at (hh:mm)\_\_\_\_\_\_\_\_\_\_\_\_****Campus Life and Leadership Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Work order: ⃝ Attached ⃝ not applicable Event approved: ⃝ Yes ⃝ No** |

**Date (mm/dd/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**