



Internal Use Only

Date Received: _____

Event Ref #: _____

Conferences & Event Services

Application For Scheduling a Performing Arts Event at Rowan University

Please complete this ENTIRE form and return it, along with the following to:

Office of Conference & Event Services
Chamberlain Student Center
201 Mullica Hill Road, Glassboro, NJ 08028
Phone: (856) 256-5446/Fax: (856) 256-5605

Instructions:

- Along with your application, you MUST include the following:
 - A formal request on your **Organization Letterhead.**
(Not required for *Rowan University* Departments or Student Organizations.)
 - A copy of your proposed program schedule.
- Please note the following:
 - Application and accompanying information must be received **at least 60 days prior** to the desired event date.
 - Submission of this form does not obligate *Rowan University* to accommodate your program.
- Upon receipt of your completed application and accompanying information, the *Office of Conference and Event Services* will respond to your request. See the event timeline located at www.rowan.edu/ces for additional information.

rowan.edu/ces

Today's Date: _____

Organization Information

Name of Organization / Department: _____

Type of Organization:

Profit (Corporation, LLC, Etc.)

Non-Profit Tax-Exempt Number: _____

Note: A copy of the tax-exempt certificate will be required with the contract.

Web address (URL): _____

Point of Contact Information:

In order to provide you with the best possible service, please provide the Conference & Event Services staff with ONE point of contact to discuss all event logistics.

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____



Contract Designee (If different than the Point of Contact):

Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Event Information

Name of Event: _____

Event Type:

Dance Recital Concert / Music Recital Play / Show / Musical

Other: _____

Event Attendance:

Estimated # of Attendees: _____ # of Adults: _____

of Children age 13-17: _____ # of Children Under 13 _____

Parking Desired for _____ Cars

Private Event - Invitation Only Open to The Public

Students and/or University Employees

rowan.edu/ces

Fee Information:

Fees to be charged (Cost for attendees?): _____

Notes regarding event fees: _____

Will money be collected at the door? YES NO

Note: University policy stipulates that all events involving the exchange of currency require at least one Public Safety Officer be present.

Date and Time Information

Note: Please send a *proposed* schedule of events along with this form. This schedule will be used by the Conference & Event Services staff to develop your event quote and contract.

Desired Event Start Date: _____ Desired Event End Date: _____

Desired Event Start Time: _____ Desired Event End Time: _____

Set Up Time: _____ Completion Time: _____

**Alternate Date(s) _____ Alternate Time(s) _____



Facilities Desired:

Check all that apply. Note: Not all resources are available in all locations. The Conference & Event Services staff will select the best location for your event based on your needs.

- Auditorium / Theatre (Select from the options below)
 - Pfleeger Concert Hall (Seats Approximately 895)
 - Tohill Theatre / Auditorium (Seats Approximately 500)
 - Boyd Recital Hall (Seats Approximately 230)

Dressing Areas Number Required: _____

Additional Space Needs: (Please explain below)

rowan.edu/ces

Resources /Equipment Desired:

Check all that apply. Note: Not all resources are available in all locations. The Conference & Event Services staff will select the best location for your event based on your needs.

- Dance Floor CD Player DVD Player
- Data / Video Projector Overhead Projector (Transparencies)
- Screen Podium with Microphone
- Microphone (Select Type Handheld Lapel Podium)
- Tables (6 ft x 36") Number Requested: _____
- Chairs Number Requested: _____

Additional Equipment Needs: (Staging/Lighting/Sound - Provide as much detail as possible)

Additional Staffing

Note: Staffing requirements for performance events are outlined in Section IX.E.3 of the Rowan University Facility Usage Policy and include Technical Crew, House Management and Ushering staff. Additionally, Custodial Services, and Public Safety coverage (Police, Security, and EMS) will also be required as prescribed by Rowan University's Departments of Facilities Management and Public Safety.



Catering Options:

Any sponsoring organization entering into a contract with Rowan University must use the University-contracted food service and catering provider while on University premises.

Please select services from the items below. The Conference & Event Services staff will work with you to develop a menu for your event based on your preferences.

- Banquet/Formal Meal
- Beverage Service
- Boxed Lunches
- Continental Breakfast
- Snack/Coffee break

Additional Comments/Accommodations Desired:

rowan.edu/ces

