

Date Received: \_\_\_\_\_

Event Reference: \_\_\_\_\_



## Application For Scheduling an 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:**

1. 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.
2. 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.
3. Upon receipt of your completed application and accompanying information, the *Office of Conference and Event Services* will respond to your request.

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:**

Note: 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: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Event Information**

Name of Event: \_\_\_\_\_

Event Type:

Meeting                       Lecture                       Ceremony                       Reception

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

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.

Classroom / Meeting Room      Number Required: \_\_\_\_\_  
(Select from the options below)

Technology Enhanced Classroom  
Includes networked computer, cd/dvd player, data/video projector, screen, and touch screen control panel.

Standard Meeting Room/Classroom  
Standard rooms may include some technological enhancements. Please indicate your needs in the "Resources" section below and the Conference & Event Services staff will work to find a space that meets your needs.

Ballroom/Large Meeting Room  
These rooms are some of the most versatile on campus and can be configured to accommodate a variety of events. Room capacity is ultimately determined by the setup.

Auditorium/Lecture Hall  
These rooms feature fixed, tiered seating and may or may not be equipped with built-in multimedia or a/v equipment.

**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.

CD Player       DVD Player       Data/Video Projector

Flipchart       Overhead Projector (Transparencies)

Podium       Screen       Stage

Whiteboard

Microphone      (Select Type  Handheld     Lapel       Podium)

Tables (6 ft x 36")      Number Requested: \_\_\_\_\_

Chairs      Number Requested: \_\_\_\_\_

Additional Equipment Needs: (Please explain below)

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**Catering Options:**

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

**Event Setup**

Please select the setup style that most closely matches your desired configuration. The Conference & Event Services staff will work with your designated point of contact to create room layout diagrams for your event. See the Conference & Event Services Setup Guide for additional information on setups.

Classroom Style     Conference Style     Theatre Style

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

**Additional Comments/Accommodations Desired:**

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