

Event Description (CONT'D)

IF THIS EVENT IS OPEN TO THE PUBLIC, PLEASE PROVIDE US WITH CONTACT INFORMATION THAT WE CAN MAKE AVAILABLE TO MEMBERS OF THE PUBLIC REQUESTING ADDITIONAL INFORMATION ABOUT YOUR EVENT.	
ARE YOU SERVING ALCOHOL AND/OR FOOD? IF SO, REFER TO <i>POLICY ON ALCOHOL USE AND EQUIPMENT</i>	
IS THERE A FEE FOR THE EVENT?	
ARE YOU INTERESTED IN THE CENTER CHILDCARE FOR YOUR ATTENDEES?	
WILL YOU BE PROVIDING COMMUNICATION ACCESS FOR THE DEAF AND HARD OF HEARING AT THIS EVENT?	

PLEASE PROVIDE AN ACCURATE DESCRIPTION OF YOUR EVENT. BE SURE TO INCLUDE ANY BUZZWORDS THAT PEOPLE MAY USE TO DESCRIBE THE EVENT AS MANY PEOPLE REFER TO EVENTS IN VARIOUS WAYS. THIS WILL BE HELPFUL IN DETERMINING APPROPRIATE ROOM AND ALSO HELPS THE RECEPTIONIST.

Event

REQUESTED DATE(S)	
ALTERNATE DATE(S)	
TIME(S)	SETUP START: EVENT START: EVENT END: CLEANUP END:
NUMBER OF ATTENDEES	
ROOM	
SPECIAL SET UP EQUIPMENT REQUESTS AND ROOM CONFIGURATION (IE. CHAIRS, TABLES, STAGE, A/V, PODIUM, ETC.)	

SIGNATURE: _____

WITH YOUR SIGNATURE YOU HAVE AGREED TO ABIDE BY CENTER ON HALSTED POLICIES AND CODE OF CONDUCT SET FORTH.