

OUTDOOR EVENT SUPPLEMENT - CERF - Macalester College Event Registration Form

Reservation ID #: _____

This form is required for all events that are planned to occur outdoors. Form must be completed, signed (by a Campus Programs Advisor) and submitted to Campus Reservations 2 weeks before the event.

Event Name: _____ Event Description (why have it outside?): _____

Day/Date: _____ Time: _____

Location: _____ Rain Location: _____

Organization Name: _____ Co-Sponsors: _____

Contact Name: _____ Phone: _____ E-mail: _____

SET-UP (Please attach a diagram of space set-up if applicable)

Set-Up Time: _____ Clean-Up Time: _____ Est. Attendance: _____

of Tables: _____ (Rounds or 8 footers?) # of Chairs: _____

Other Furniture (stage, extra trash receptacles, etc.): _____

Audiovisual needs (mic., sound system): _____

Need for Electricity: _____ Location necessary: _____ Facilities Mgmt contact: _____

For rented furniture or equipment (i.e. dj system, serving ware, etc):

*Delivery time: _____ Pick-Up Time: _____ Company: _____ Phone: _____

*this helps us schedule staff to lock/unlock facilities and to track equipment

of on-site volunteers needed: _____ Volunteer names: _____

Items of Note:

If you want to drive stakes into the ground (for tents/snow fencing), the Grounds Crew must be advised at least two weeks in advance, so that they can locate electrical & water lines.

If you want to coordinate a bonfire...we must work with Grounds and security to seek approval for location and type of fire. Fires contained within a grill need to be noted here but do not need grounds/security approval.

Notes: _____

**Campus Programs signature: _____ Name: _____ Date: _____

Please visit with a Campus Programs Advisor during our drop-in hours (Monday & Wednesday=4-5p; Tuesday & Thursday=12-1p), so we can review and sign your form