Campus Event Detail Form (CED Form)

This form is required for all mid to large sized events organized in campus venues and is designed to facilitate the event planning process. Student organizations must complete their form and have it signed by a Campus Programs staff. Forms must be submitted to Reservations at least 14 calendar days before the event.*

*If alcohol will be served or sold, the timeline is longer. See timeframes indicated in the alcohol section below.

Reservation ID #:________________ FOAPAL #: __________________________

Event Name: ________________________________________________

Sponsoring Organization/Department: ________________________________

Contact Name: ________________________ Phone: __________________ E-mail: ________________

Secondary Contact Name: _______________ Phone: __________________ E-mail: ________________

Faculty/Staff Advisor: ___________________ Phone: __________________ E-mail: ________________

Location (please check your selection):

- 10K
- Chapel
- Davis Court
- Hill Ballroom*
- JBD Lecture Hall*
- Leonard Center*: please circle:
  (Fieldhouse, Gym, Hall of Fame, Schall Atrium)
- MGO Stage†
- Old Main 4th Floor Lounge
- Smail Gallery
- Weyerhaeuser Board Room & Lounge

*Bon Appétit is the exclusive caterer for these spaces.
†Events may not start until 9pm on Saturdays and 10pm on all other days.

Spaces not listed above are available in their standard set up only.

Outdoor Spaces

- Chapel Lawn
- Kagin Plaza/Lawn
- Marvin Plaza
- Old Main Lawn
- Shaw Field

Rain Location: __________________

Electricity needs for outdoor event: __________________

Please 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 they can locate electrical and water lines.

Event Date: __________________
Event Start Time: __________________
Event End Time: __________________

Amount of time needed prior to event in space (to decorate, etc.): ________________ (default is 30 minutes)

Amount of time needed after event in space (take down decorations, etc.): ________________ (default is 30 minutes)

Please list what you will be setting up and breaking down: ______________________________________

Amplified sound is not permitted during class times and after 8pm.

Please attach a program schedule of the event if numerous sessions are taking place either concurrently or consecutively (e.g. conference).

<table>
<thead>
<tr>
<th>Space</th>
<th>Mandatory Ending Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapel</td>
<td>Monday – Saturday: 10pm; Sunday: CRSL events only</td>
</tr>
<tr>
<td>Davis Court</td>
<td>Weekdays: 10pm; Saturday: 9pm</td>
</tr>
<tr>
<td>Hill Ballroom</td>
<td>1:50am</td>
</tr>
<tr>
<td>JBD Lecture Hall</td>
<td>12:30am</td>
</tr>
<tr>
<td>MGO Stage</td>
<td>12:30am</td>
</tr>
<tr>
<td>Leonard Center</td>
<td>Sunday - Thursday: 12am; Friday and Saturday: 9pm</td>
</tr>
<tr>
<td>Old Main 4th Floor Lounge</td>
<td>12am</td>
</tr>
<tr>
<td>Smail Gallery</td>
<td>12am</td>
</tr>
<tr>
<td>Weyerhaeuser Board Room &amp; Lounge</td>
<td>12am</td>
</tr>
<tr>
<td>10K</td>
<td>10pm (no amplified sound during classes and past 8pm)</td>
</tr>
<tr>
<td>Outdoor Spaces</td>
<td>10pm (no amplified sound during classes and past 8pm)</td>
</tr>
</tbody>
</table>

Updated 2/8/2012, Campus Center
Anticipated number of people at event: _______________________

Is this event open to all faculty, staff, and students? YES NO

Is this event open to individuals other than faculty, staff, and students? YES NO

*Please attach a copy of any information being publicized to those not affiliated with Macalester College.

Will there be food at your event? YES NO

Catering Provider: Bon Appétit Outside Caterer Student Org

Will alcohol be served? YES* NO

*If yes, submit a Macalester College Alcohol Approval Request Form at least three (3) weeks before the event.

Will alcohol be sold? YES* NO

*If yes, submit a Macalester College Alcohol Approval Request Form and apply for a Class T License through the City of Saint Paul at least nine (9) weeks before the event.

Security Officers:
The cost of having Officers at an event is the responsibility of the group sponsoring the event. Officers are required for:
- Dances & Large Concerts
- Events where alcohol is present
- Events featuring/including high-profile or controversial individuals or issues

Security will determine the number of officers needed. Please see the Student Organization Handbook for more detailed information or call 651-696-6278.

Requested Arrival Time: _____________________ Requested Departure Time: _____________________

Please note a minimum of 4 hours is required.

Type of Event: (circle one)

<table>
<thead>
<tr>
<th>Banquet</th>
<th>Class/Seminar</th>
<th>Concert</th>
<th>Conference</th>
<th>Dance</th>
<th>Debate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exhibit</td>
<td>Fair/Trade Show</td>
<td>Lecture</td>
<td>Meal</td>
<td>Meeting</td>
<td>Movie*</td>
</tr>
<tr>
<td>Panel Discussion</td>
<td>Reception</td>
<td>Talent/Variety Show</td>
<td>Workshop</td>
<td>Other: ______________________</td>
<td></td>
</tr>
</tbody>
</table>

*In order to show a movie, copyright laws must be observed. See the Student Organization Handbook or contact Media Services at 651-696-6377 for more details.

Will you be collecting an entry or registration fee? YES NO

Is this a fundraiser? YES* NO

*If yes, a student organization must submit a Fundraising Approval Form at least two (2) weeks before the event.

Do you need international flags? YES* NO Number of requested flags: _________________

*Please attach a list with the flags you would like for your event.

Will you be contacting DJ Club for sound? (DJ Club needs to be contacted 2 weeks in advance) YES NO

Are you bringing in any of your own instruments/equipment (guitar, keyboard, drum set, etc.)? YES* NO

*If yes, please list equipment: _______________________________________________________

Are you renting outside equipment/furniture (e.g. DJ system, lights, serving ware, etc)? YES* NO

*Delivery Time: _______________ *Pick-Up Time: _______________

*Company: _____________________ *Phone: _____________________

This helps us schedule staff to lock/unlock facilities and to be aware of what equipment to expect.

Will you be contacting MCEMS for First Aid Care? (MCEMS needs to be contacted 2 weeks in advance) YES NO

Contract Information: (please attach a copy of the contract and rider)

Name of company or performer: __________________________________________________________

*All contracts must be signed by a Macalester College staff person.

*Student Organizations must have contracts signed by Campus Programs staff.

Additional Comments/Information:
**SET UP:** Please find the room you are reserving and choose from the list your set up needs. Please write amounts of what you are requesting on the line to the left of the item.

### 10K
- Groups are responsible for doing their own set up and tear down for events.
  - Folding Chairs (100 available)

**A/V for 10K needs to be cleared with Media Services**

### Chapel
- Chairs (55 available in addition to pews)
- Podium (please circle: Altar or memorial or T-podium)
  - 60in round tables (3 available)
  - 8ft rectangular tables (7 available)
  - Vocal Microphone (2 available)
  - Microphone Cordless (1 available)
  - Microphone Lapel (1 available)
  - Microphone Upright Stand (1 available)
  - Microphone Upright Gooseneck Stand (1 available)
  - Laptop hookup (PowerPoint, Movie, etc.)

### Davis Court
- Chairs (49 available)
- 32in cocktail round tables (6 available)
- Podium with microphone
  - 5ft x 18in rectangular tables (2 available)
  - 5ft x 30in rectangular tables (10 available)
  - 60in round tables (5 available)
  - 72in round tables (4 available)
  - 6ft rectangular tables (2 available)
  - 8ft rectangular tables (4 available)
  - Laptop hookup (PowerPoint, DJ equip, etc.)

### John B. Davis Lecture Hall
- Stacking Chairs (10 available)
- White Board (7 available)
- Easel/Flip Chart (7 available)
- Personal Listening Device (4 available)
- Upright Piano
- Pipe and Drape
- Podium (the main podium in JBD does not move)
  - 6ft x 18in rectangular tables (4 available)
  - Black Table Cloth (4 available)
  - Microphone Cordless (4 available)"
  - Microphone Lapel (4 available)"
  - Microphone Upright Stand (1 available)
  - Microphone Tabletop Cordless (4 available)"

**Only 4 may be used at one time, but any combination of cordless, lapel, or tabletop**
- Instrument Microphone (4 available)

**Only 4 total microphones may be plugged into JBD excluding the podium in addition to cordless options**
- Microphone Upright Stands (4 available)
- Microphone Boom Stands (3 available)
- Blu-Ray Player
- CD Player
- Direct TV/Mac Cable
- Audio Recording (please circle: memory card or CD)
- Document Camera
- Podium PC
- iPod/MP3 Player hook up
- Laptop hookup (PowerPoint, Movie, etc.)

### Hill Ballroom
- Chairs (568 available)
- Coat Rack (3 available or coat room)
- Easel (3 available)/Flip Chart (2 available)
- Podium with microphone (1 available)
- Staging & Steps (6 pieces, 4'x8' each, 2 steps)
- Pipe & Drape
  - 60in round tables (45 available)
  - 72in round tables (8 available)
  - 32in cocktail round tables (12 available)
  - 8ft rectangular tables (43 available)
  - Piano
  - Dance Lights (not movable) (2 available)
  - Microphone Cordless (8 available)"
  - Microphone Lapel (8 available)"
  - Microphone Tabletop Cordless (8 available)"

**Only 8 may be used at one time, but any combination of cordless, lapel, or tabletop**
- Instrument Microphone (4 available)
- Vocal Microphone (3 available)

### Leonard Center
Fieldhouse, Gym, and Schall Atrium:
- Chairs (240 available)

Additional Chairs and Tables are available through Olin/Rice equipment loan or may need to be rented. Please talk with LC staff for details about larger sets and A/V equipment.

**Hall of Fame:**
- Chairs (72 available)
- Podium (please circle: T-podium or with microphone)
- 60in round tables (9 available)
- 32in cocktail round tables (6 available)
- DVD Player/CD Player
- Whiteboard (1 available)

### Smail Gallery
- 32in cocktail round tables (8 available)
- 60in round tables (20 available)
- 72in round tables (3 available)
- Padded Folding Chairs (250 available)
- Coat Rack (2 available)
- Podium (circle: T-podium or table top or adjustable)
- Staging & Steps (6 pieces, 4'x8' each)
- 6ft rectangular tables (25 available)
- 8ft rectangular tables (25 available)
- Whiteboard (2 available)
- Microphone Cordless
- Vocal Microphone (2 available)
- Microphone Upright Stands (2 available)

**Additional A/V needs to be cleared w/ Media Services**

Updated 2/8/2012, Campus Center
OUTDOOR SPACES

Chapel Lawn
- 60in round tables (20 available)
- 72in round tables (3 available)
- Folding Chairs (250 available)
- Staging & Steps (6 pieces, 4’x8’ each)
- 4ft rectangular tables (4 available)
- 6ft rectangular tables (25 available)
- 8ft rectangular tables (25 available)

**A/V for KPL needs to be cleared with Media Services**

Kagin Plaza/Lawn
- 60in round tables (20 available)
- 72in round tables (3 available)
- Folding Chairs (200 available)
- Staging & Steps (6 pieces, 4’x8’ each)
- 4ft rectangular tables (4 available)
- 6ft rectangular tables (20 available)
- 8ft rectangular tables (20 available)

**A/V for MP needs to be cleared with Media Services**

Marvin Plaza
- 60in round tables (10 available)
- 72in round tables (3 available)
- Folding Chairs (200 available)
- Staging & Steps (6 pieces, 4’x8’ each)
- 4ft rectangular tables (4 available)
- 6ft rectangular tables (20 available)
- 8ft rectangular tables (20 available)

**A/V for MP needs to be cleared with Media Services**

Old Main Lawn
- 60in round tables (40 available)
- 72in round tables (3 available)
- Folding Chairs (350 available)
  (do not match if over 250)
- Staging & Steps (6 pieces, 4’x8’ each)
- 4ft rectangular tables (4 available)
- 6ft rectangular tables (25 available)
- 8ft rectangular tables (70 available)

**A/V for OM needs to be cleared with Media Services**

Shaw Field
- 60in round tables (40 available)
- 72in round tables (3 available)
- Folding Chairs (350 available)
  (do not match if over 250)
- Staging & Steps (6 pieces, 4’x8’ each)
- 4ft rectangular tables (4 available)
- 6ft rectangular tables (25 available)
- 8ft rectangular tables (70 available)

**A/V for Shaw needs to be cleared with Media Services**

Weyerhaeuser Board Room & Lounge
- Black Padded Chairs (99 available)
- Coat Rack (2 available)
- Easel (3 available)
- Overhead Projector (for transparencies) (1 available)
- Podium (please circle: standard with microphone or table top)
- 5ft rectangular tables (16 available)
- 32in cocktail round tables (6 available)
- 60in round tables (10 available)
- 72in round tables (1 available)
- 8ft rectangular tables (4 available)
- Curved table (approximately 4 ft) (4 available)
- White Board (2 available)
- Microphone Cordless (2 available)
- Microphone Tabletop (4 available)
- Laptop hookup (PowerPoint, Movie, etc.)

**A/V for OM needs to be cleared with Media Services**

Old Main 4th Floor Lounge
- Blue Padded Chairs (24 available)
- Blue Folding Chairs (30 available)
- Chalkboard (1 available)
- Easel (1 available)/Flip Chart (1 available)
- Overhead Projector (for transparencies) (1 available)
- 32in cocktail round tables (4 available)
- 44in round tables (4 available)
- 60in round tables (5 available)
- 72in x 24in rectangular tables (2 available)
- 6ft rectangular tables (2 available)
- 8ft rectangular tables (5 available)
- Podium (please circle: T-podium or table top)
- TV/VCR
- White Board (3 available)

**A/V for OM needs to be cleared with Media Services**

Mary Gwen Owen Performing Arts Stage
- Wooden Chairs (220 available)
- 6ftx18in rectangular tables (4 available)
- White Board (7 available)
- Easel/Flip Chart (7 available)
- Upright Piano
- Pipe & Drape
- Podium (please circle: standard podium or table top)
- Microphone Cordless (1 available)
- Microphone Lapel (1 available)
- Instrument Microphone (4 available)
- Vocal Microphone (4 available)
- #Only 4 total microphone may be plugged into MGO in addition to cordless and lapel#

**A/V for OM needs to be cleared with Media Services**

Student organizations must visit with Campus Programs staff located on the 2nd floor of the Campus Center for approval.

Forms will not be accepted by Reservations without a Campus Programs signature for student organizations.

For office use only:
Date Received at Reservations: ____________________________ By: ____________________________

**A/V for OM needs to be cleared with Media Services**