



THINK ABOUT THIS.....before making your reservation

Things to keep in mind:

- Include full event name (no acronyms)
- Will the guest be internal or external?
- Event Description: Ticket sales, prices, sale date
- Date: Rain date/alternate location
- Do you want your event posted to the Myhill Calendar?
- We are required to seek approval from the Senior Vice President for use of the Pettit Atrium and the Great Room. Contact Conference and Events for a copy of the form.
- Event Comments
 - Please add set up notes and/or special requests.

Facilities

Mark number of items needed

- ___ # Rectangle Tables ___ # Round Tables
- ___ # Chairs ___ # High Top Tables
- ___ # Power Box (Outside)
- ___ # Trach Barrels w/Liners
- ___ Stage ___ Platform ___ Portable Podium
- ___ Movable Walls
- ___ Road Signage
- ___ Coatracks

IT

Mark number of items needed

- ___ # Handheld microphone(s)
- ___ # Microphone stand(s)
- ___ # Wireless Microphone(s)
- ___ Microphone podium
- ___ # Microphone (2) Tabletop
- ___ # Lavalier(s)
- ___ Projection Screen
- ___ Video Projector

Sodexo Catering

Mark number of items needed

- ___ # Food (number of guests)
- ___ # Linens
- ___ # Alcohol (license required - 4-week advance notice through Conf. & Events)
- ___ Food provided by client/outside vendor
- ___ Have you contacted Sodexo

Campus Police

- ___ Police Detail Security
- ___ Campus Police Parking
- ___ Open/Close Building