



Conrad Prebys Aztec Student Union Reservation Request Form

PLEASE FILL-OUT ALL FIELDS, PRINT AND SIGN BEFORE SUBMITTING TO UNION PROGRAMS & SERVICES

Group Type: A.S. Boards and Committees Recognized Student Organization Off-Campus Organization
 Associated Students Department University Department

Group Name: _____ Primary Contact: _____

Contact Email: _____ Contact Number: _____

Event Date(s): _____ Name of Event: _____ Expected Attendance: _____

Client Load-in Time: _____ Event Start Time: _____ Event End Time: _____ Client Load-out Time: _____

Event Location (select one): Montezuma Hall Theatre Templo Mayor Meeting Room Scripps Cottage
 Scripps Patio Other (please specify) _____

Desired Set-up: _____

How is your event being marketed and advertised? _____

Event is open to: Public On Campus Only By Invitation (Members Only)

Has funding for this event been obtained (partially or in whole) from an official University entity (i.e. Department, A.S., CPF, etc.)?

Yes No, If yes, how is this event being funded? _____

Will there be any collaboration with another Student Organization, University Department or Off-Campus Company? Yes No,

If yes, who? _____

Will there be an admission charge? Yes No

Will this event be a fund-raiser? Yes No If yes, describe _____

Will food or beverage be served? Yes (Contact SDSU Catering, 619-594-7641) No

Will you be selling merchandise, concessions or hosting an outside vendor during your event? Yes No

Describe in detail what will happen during the event (live music, lecture with PowerPoint presentation, showing a movie, eating a meal, program with music from iPod, etc.) Be as specific as possible:

Will Audio/Visual support be needed during the event? Yes No If yes, please include specific performance needs. Types of speakers, performers and/or entertainers performing at event and their contact information if known.

Any other important information regarding your event you would like to share? _____

Primary Contact Signature: _____ Date: _____

INTERNAL USE ONLY:
Reservation Completed by: _____ Preset 90 60 30 day marks on calendar
 Logistics meeting with Event Coordinator Scheduled Event Coordinator notified about event