

# The Blue Lounge Reservation Form



(All reserved events must be open to all students)

Date of Event: \_\_\_\_\_

Club/Org/Dept. : \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

(Club Use)

(For Office Use Only)

<b>Event Time:</b>	<b>Club Set Up Time:</b>	<b>Campus Life Setup Time:</b>	<b>Campus Life Teardown Time:</b>
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**Check all that apply:**

## Equipment Needs

## Special Concerns

<input type="checkbox"/> DJ Booth	<input type="checkbox"/> Using Sound Services (contract required)
<input type="checkbox"/> LCD Projector/Screen (user must bring laptop to plug in via HDMI)	<input type="checkbox"/> 6ft Tables
<input type="checkbox"/> Microphones No. Needed: _____ (up to 4)	<input type="checkbox"/> Table Cloths and Skirts
<input type="checkbox"/> Microphone Stands	<input type="checkbox"/> Chairs (Blue Lounge accommodates 50 seats) Can only request up to 20 more. No. of additional seats _____
<input type="checkbox"/> Podium	<input type="checkbox"/> Stage Lighting
	If checked above, please select one that applies <input type="checkbox"/> Full Lights <input type="checkbox"/> Spot Lights Only

Event Notes: (On Stage or Off Stage)

**Continue on back...**

**Event Information:**

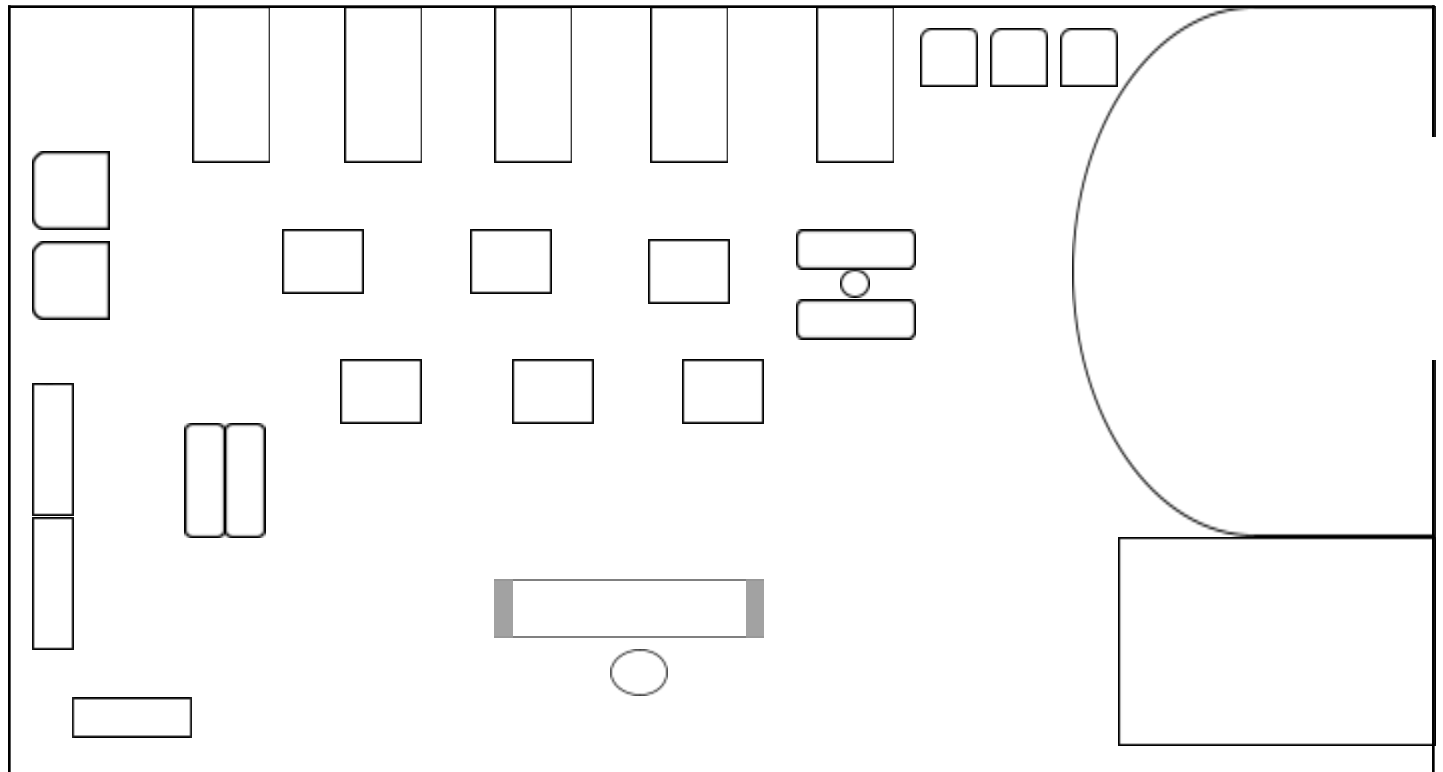
Is this event a fundraiser?(Circle One)    YES    NO

**\*\*FREDconnect Fundraiser Request Form is required!**

Refreshments? (Circle One)    BY FSA    OUTSIDE CATERER    NONE

(FSA Must Approve)

**(Please draw where you want your tables and chairs below)**



**Vending Machines**

**TV. & Fireplace**

**DJ Booth**