



EVENT RESERVATION FORM

schedule@corban.edu

- No publication of an event should occur until there is feedback from the Administrative Assistant for Events that the event date, time, and location has been confirmed.
- If there is a date or time conflict it is the responsibility of the event organizer to resolve the conflict while including the Administrative Assistant for Events in resolution conversation.
- If there are any questions or specific requests please contact the Administrative Assistant for Events in the President's Office.
- Please submit request at least two weeks prior to event.

| | | |
|---|-------|----------------|
| Organization/Department | | Date submitted |
| Contact | email | Phone |
| Event contact (if different from above) | | Phone |
| Supervisor approval | | Date |

| | |
|---|---|
| Title of event | Event date |
| Description of event (for possible publication) | |
| Target audience: | <input type="checkbox"/> Students <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Public # of Attendees _____ |
| Requested facility | <input type="checkbox"/> Add to master calendar |
| Facility Access (A.M./P.M.) | Event start (A.M./P.M.) Event end (A.M./P.M.) |

FOR ADDITIONAL NEEDS BEYOND WHAT IS PROVIDED IN ROOM

Layout

(Please provide a sketch of room set-up below or attach to Event Reservation)

Tech Services

Contact Technical Coordinator
jbartlett@corban.edu

Some additional costs may occur

Facility Services

- 4' Rectangular tables (#_____)
- 6' Rectangular tables (#_____)
- 5' Round tables (#_____)
- Chairs (#_____)
- Garbage cans

Food Services

Contact ARAMARK Director at 503-375-7041

- Breakfast Coffee/Beverages
- Lunch Hor D'oeuvres
- Dinner Dessert
- Table Cloths (white #_____, black #_____)

Miscellaneous Needs

- Add'l Safety Officers (#_____) (\$15/hour)
- Handicapped needs _____
- Parking requests _____
- Other _____