



Dedicating Heart and Mind to God

# EVENT RESERVATION FORM

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- 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](mailto: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 \_\_\_\_\_