**EVENT BOOKING FORM**

**Please consult the** [**ACG Booking System**](http://acgspaces) **prior to completing this form.**

**Completion of this form is mandatory. College Events will provide feedback within 2-3 working days.**

**This form does not substitute the Requisition or the Audiovisual Equipment & Services Request Form.**

|  |  |
| --- | --- |
| Event organizer(s): Division | Department | Organization |  |
| Contact personfor the event |  |
| E-mail address |  | Telephone numberor Extension |  |
|  |  |
| Event Title, Purpose & Goals |  |
| Event type | 1. Department event [ ]  ACG co-sponsored event [ ]  Third-party event [ ]
2. Academic [ ]  Recruitment [ ]  Networking/Publicity [ ]  Alumni [ ]  Fundraising [ ]  Student Life [ ]  Policy/Stakeholder engagement [ ]  Athletic [ ]
3. In-person [ ]  Hybrid [ ]  Online [ ]
 |
| Event Date(s) & Time/Time period | Start date/time: End date/time:  |
| Venue(s) requested |  |
| Set up Date & Time |  |
| Collaboration agreement parameters (if co-organized) |  |
| Target audience |  |
| Attendance | ACG students, faculty & staff [ ]  Open to the public [ ]  |
| Expected number of attendees (approx.) |  |
| Description of needs: rehearsals (including dates & times), other |  |
| Is there a registration fee or ticket for this event? | No [ ] Yes [ ] If yes, please indicate the fee: |
| Will you need audiovisuals? | Yes [ ]  Please specify: No [ ]  |
| Will you need in-house catering services? | Yes [ ] No [ ]  |

**Please return the completed form to the Department of College Events – Office of Public Affairs,** **events@acg.edu**. **All events will be posted on the** [**ACG Booking System**](http://acgspaces) **and on the Events Master Calendar, available on** [**Blackboard**](https://blackboard.acg.edu/webapps/blackboard/content/listContentEditable.jsp?content_id=_113457_1&course_id=_2919_1&mode=reset)**.**

**Signature: Date:**