**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 person  for the event |  | | |
| E-mail address |  | Telephone number  or 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**](mailto: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:**