

Patrick Henry Community College Student Activities Event Proposal

Requestor Name: _____ Ext. _____

Organization: _____

Day of Event: _____ Date of Event: _____ Location of Event _____

Time Needed (including setup): _____ Actual Start & End Time of Event: _____

Title of Event: _____

(NOTE: Please give full title/description to be placed on Calendar of Events)

Open to the Public? Yes No

Is there Admission? Yes No Amount \$ _____

Is additional Security Required? Yes No

Equipment / Supplies
<input type="checkbox"/> Podium <input type="checkbox"/> Dry Erase Board

Instructional Media Services (Requires 2-Day Notice)
<input type="checkbox"/> Microphone, Hand-Held __ # Needed <input type="checkbox"/> Microphone, Wireless __ # Needed <input type="checkbox"/> Screen <input type="checkbox"/> Projector, Video <input type="checkbox"/> Projector, Overhead (transparencies) <input type="checkbox"/> VCR <input type="checkbox"/> DVD <input type="checkbox"/> Video Taping, Assisted (Requires 7-Day Notice) <input type="checkbox"/> Video Taping, Unassisted <input type="checkbox"/> Telephone <input type="checkbox"/> Laptop Computer
Contact: Ed McGee 276-656-0347 emcgee@ph.vccs.edu Cindy Seay 276-638-8777 x0400 crseay@ph.vccs.edu

Sample Room Arrangements

Estimated Number of Participants? ____


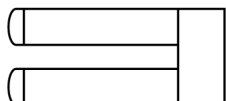
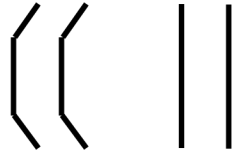
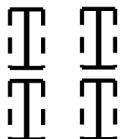
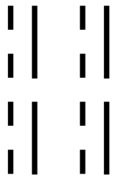
Will you be serving food? **Yes** **No**

Head Table? **Yes** **No** **How Many** ____

Total of 18 tables and 80 chairs (2-6 chairs per table)

Food Table Set-Up? **Hall** **Room**

Exhibit Tables? **Yes** **No** **How Many** ____

<input type="checkbox"/> Boardroom Style 	<input type="checkbox"/> Horseshoe Style 
<input type="checkbox"/> Seminar Style <ul style="list-style-type: none"> • Chairs Only • 10 Chairs per Row <input type="checkbox"/> Winged <input type="checkbox"/> Straight 	<input type="checkbox"/> Banquet Style <ul style="list-style-type: none"> • Tables & Chairs, surrounding • 4-6 Chairs per Table 
<input type="checkbox"/> Classroom Style <ul style="list-style-type: none"> • Tables & Chairs, one-sided • 2-4 Chairs per Table 	

Comments: _____

OFFICE USE ONLY:

CC: Security Maintenance Media Services Date _____

Events Calendar

Heat/Air Request: Yes No