

# Watkinson School: SPECIAL EVENT FORM

EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

TIME: Starts: \_\_\_\_\_ Ends: \_\_\_\_\_ # Expected guests: \_\_\_\_\_

Contact: \_\_\_\_\_

Budget Account: \_\_\_\_\_ Approved by: \_\_\_\_\_

## **BUILDINGS/ROOMS**

Campus Houses: Brick House [ ] Gate House [ ] Long House [ ] Defeo Barn [ ]

Arts and Athletic Center: Foisie Family Theater [ ] Roberts Gallery [ ] Wilson Gymnasium [ ]

Other Areas: [ ] *Explain:* \_\_\_\_\_

Feringa Hall [ ] Dining Room [ ] Trophy Room [ ] Other [ ]

Goodwin Hall (circle) 401 402 503 504 507 508 509 603 604 605 606 ALC

Carriage Barn (circle) 704 707 708 805 809 903 906 outside patio @field level

Solarium (circle) 1101 1103 1104

*Preparation/special set-up notes (attach sketch if necessary)* \_\_\_\_\_

## **EQUIPMENT/FURNITURE**

Podium [ ] Microphone [ ] Piano [ ] Placement: \_\_\_\_\_

Lighting Board [ ] Sound System [ ] [ ] LCD Projector [ ] Laptop [ ] Projection Screen [ ]

Other: \_\_\_\_\_

Floor Covering in Gym: 1/2 [ ] whole [ ] Banners [ ] Curtains down [ ]

Linens: Size: \_\_\_\_\_ How many? \_\_\_\_\_ Where? \_\_\_\_\_

Tables:

[ ] 6 ft How many? \_\_\_\_\_ Where? \_\_\_\_\_

[ ] 4 ft Square How many? \_\_\_\_\_ Where? \_\_\_\_\_

Chairs:

[ ] metal folding How many? \_\_\_\_\_ Where? \_\_\_\_\_

[ ] fabric theater seats How many? \_\_\_\_\_ Where? \_\_\_\_\_

[ ] wood chairs How many? \_\_\_\_\_ Where? \_\_\_\_\_

Other (note any items not listed above): \_\_\_\_\_

***PLEASE ATTACH DIAGRAM FOR SPECIAL SET UP OF ROOM(S). FOOD/CATERING MUST BE COMPLETED ON JON'S DINING SERVICES REQUEST FORM ON THE START PAGE.***

Distribute copies: [ ] J. Birney, [ ] J. Olear, [ ] R. Gemme, [ ] Cleaning Serv. (Adrian),  
[ ] Tech Department - N. Herzog, [ ] L. Nelson