Tulane Room Request Form

McAlister Auditorium
Campus Recreation and Student Centers

Day and Date of Event __________________________ Location Requested __________________________

Recurring Dates:

__________________________ __________________________

__________________________ __________________________

__________________________ __________________________

Actual time of event (for calendar)

a.m. to a.m.

p.m. to p.m.

Times requested for prep & cleanup

Invitation Status:

☐ Open to the Public

☐ Tulane Community

☐ By invitation

☐ Members only

Event Cost:

☐ Free

☐ Admission charged (if yes, please list amount(s): __________________________)

SETUP REQUIRED:

Basic arrangement for Favrot Room, Robing Room, and McAlister Stage only (check one):

☐ Lecture: Head table; rows of chairs facing forward (theater-style).

☐ Workshop: Head table; rows of tables and chairs facing forward (classroom-style).

☐ O-Shape: Chairs around tables set up in a square or rectangular formation (conference-style)

☐ U-Shape: Chairs around tables set up conference style with one end open.

☐ Banquet: Chairs around 4ft or 6ft round tables.

☐ Special: Provide diagram with request form to McAlister staff.

Number of chairs at head table________ (available with lecture, workshop, banquet, or special arrangement).

ADDITIONAL EQUIPMENT REQUIRED:

☐ Additional tables required (i.e., refreshment, registration, buffet, etc.)

☐ Number of 6ft.; ___ 8ft.; ___ 4ft. round; ___ 6ft. round; ___ 8ft. workshop

☐ TV/VCR/DVD __ projector (___ 35mm slide; ___ overhead; ___ LCD)

☐ projection screen

☐ table lectern ☐ table lectern/mike

☐ podium w/mike ☐ standing mike (both available for auditorium stage only, at additional cost)

☐ chalkboard ☐ easel ☐ flipchart easel (requestor must provide paper, markers, etc.)

☐ piano (available on auditorium stage only)

Other comments regarding set-up:

________________________________________________________________________

FOOD OR BEVERAGE:

☐ none; ☐ refreshments; ☐ breakfast/lunch/dinner; ☐ place settings only

Provided by: ☐ Sodexho (no outside caterer allowed); ☐ bring your own (requestor responsible for clean up)

ALCOHOL:

☐ yes ☐ no

PLEASE READ POLICIES AND PROCEDURES ON BACK BEFORE SIGNING

Submission of this form does not guarantee use of facility. Confirmation or denial of request will be sent to adviser listed below.

Do not advertise event until official confirmation form is received.

Requestor’s Signature __________________________ Adviser’s Signature __________________________ Date __________________________