



# Single Space Planning Form

Event Planning & Conference Services • 154 Mendenhall Student Center • 252-328-4731

## Contact Information

ALL fields must be completed before a reservation can be made.

Sponsoring Organization: \_\_\_\_\_  
 Student Organization     Department     Non-University

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

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Information

1. Title: \_\_\_\_\_

2. Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

3. Date: \_\_\_\_\_ Alternate Date: \_\_\_\_\_

4. Type of Event:

- Meeting     Banquet     Dance/ Party     Concert/ Band  
 Conference     Speaker     Other: \_\_\_\_\_

5. Expected Attendance: \_\_\_\_\_

6. Admission Charge:  Yes  No

*Note: When charging admission, there is a MSC usage fee that your organization is responsible for.*

7. MSC Room(s) Preferred: \_\_\_\_\_

8. Desired Setup:

- Classroom     Auditorium     Open Space     Banquet  
 Other: \_\_\_\_\_

9. Equipment Needs:

- Laptop     LCD Projector     Screen     Microphone  
 Podium     DVD/ TV     Other: \_\_\_\_\_

10. Catering:  Yes  No

*Requestor is responsible for contacting ARAMARK for all catering arrangements. 252-328-4756. ALL catering MUST be provided by ARAMARK for events at Mendenhall Student Center, including the Brickyard area.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE CONFIRMS THAT ALL INFORMATION IS CORRECT