

INTERNAL EVENT REQUEST

APPROVAL PROCESS	SUBMISSION DATE
<p>STEP 1 Contact Facilities to place a hold on a room (generally a hold can be accommodated for 1 week)</p> <p>STEP 2 Complete the Internal Event Request Form</p> <p>STEP 3 Acquire signature from your Department Head for budgetary approval</p> <p>STEP 4 Acquire signature of VP Academic for Approval</p> <p>STEP 5 Acquire signature from University Secretary OR VP Finance + Administration for Risk Assessment and Insurance review</p> <p>STEP 6 Acquire signature form A/V for audio visual requirements</p> <p>STEP 7 Acquire signature from JCI for security and janitorial requirement</p> <p>STEP 8 Return COMPLETED Form (with authorizations) to Facilities Department along with any requests for tables and chairs</p>	

EVENT DETAILS

NAME	POSITION
PHONE NUMBER	EMAIL
DEPARTMENT or TEACHING AREA	
EVENT NAME	
EVENT IS... <input type="radio"/> OPEN TO THE PUBLIC <input type="radio"/> STUDENT-ONLY <input type="radio"/> PRIVATE	
EVENT DATE	LOCATION
START TIME	END TIME
EVENT CONTACT PERSON (must be on-site throughout event)	
PHONE NUMBER	EMAIL
EVENT WILL FEATURE: <input type="radio"/> CATERING <input type="radio"/> ALCOHOL SERVICE (please see University Policies 6.4 + 6.4.1)	
EVENT DESCRIPTION (Attach information if needed)	
NUMBER OF ATTENDEES	TICKETED EVENT... <input type="radio"/> YES <input type="radio"/> NO

		PRICE PER TICKET \$
BUDGET All Events		
<i>Please note that the following Budgetary Items are the responsibility of the Contact Person/Contact Department</i>		
A/V TECHNICAL SUPPORT (at \$25/hour *Please note price is subject to change) Minimum four (4) hour booking: please include set-up and take-down time. Technician support is mandatory for Theatre A1060.		\$
SECURITY Please consult with JCI to determine security costs as required		\$
JANITORIAL COSTS Please consult with JCI to determine janitorial costs as required		\$
CONTRIBUTOR FEES Honoraria, Speaker Fees, Etc.		\$
CATERING		\$
CONTRIBUTOR TRAVEL		\$
CONTRIBUTOR ACCOMMODATION		\$
EVENT RENTALS		\$
POSTER/ADVERTISING DESIGN		\$
POSTER/ADVERTISING PRINTING		\$
STUDENT MONITORS (starting at \$11.76 PER HOUR)		\$
PRODUCTION EXPENSES (MATERIALS, ETC.)		\$
OTHER		\$
BUDGET Partnerships + External Events		
Facility Fees and Event Insurance requirements may apply as determined by the VP Academic		
FACILITY FEE		\$
EVENT INSURANCE		\$
TOTAL		\$
APPROVALS		
These signatures are required for event approval and must be complete in order to confirm your room booking.		
EXPENDITURE APPROVAL 1 Department Head/GL Account Code Authority		
Maximum Expenditure Up To		\$
GL Code 10-00-	Budget Approval Signature	X

VP ACADEMIC OFFICE APPROVAL 2	
EVENT TYPE	<input type="radio"/> INTERNAL <input type="radio"/> PARTNERSHIP <input type="radio"/> EXTERNAL
VP Academic Signature	X
RISK ASSESSMENT/INSURANCE	
Proof of Insurance submitted <input type="radio"/> YES <input type="radio"/> N/A	Date (DD/MM/YY)
University Secretary/VP Finance + Admin Signature	X
JANITORIAL + SECURITY ASSESSMENT JCI	
	Date (DD/MM/YY)
JCI Representative's Signature	X
FACILITIES + EVENT CONFIRMATION	
	Room Booked <input type="radio"/> YES <input type="radio"/> NO Room #
A/V REQUESTS Event Programming: Check all that may apply	
<input type="radio"/> SHOW PRESENTATION (PowerPoint, Keynote, PDF...)	<input type="radio"/> PROJECT VIDEO DVD
<input type="radio"/> SPEAK TO AN AUDIENCE	<input type="radio"/> PROJECT VIDEO LAPTOP
<input type="radio"/> PLAY AUDIO CD	<input type="radio"/> PROJECT VIDEO VHS TAPE
<input type="radio"/> PLAY AUDIO COMPUTER	<input type="radio"/> RECORD VIDEO + AUDIO
<input type="radio"/> PLAY AUDIO <input type="radio"/> IPOD <input type="radio"/> OTHER	<input type="radio"/> RECORD AUDIO ONLY
EQUIPMENT REQUESTED	
LCD DATA PROJECTOR	MICROPHONE VOCAL PERFORMANCE
DOCUMENT CAMERA	MICROPHONE WIRELESS HANDHELD
TRANSPARENCY PROJECTOR	MICROPHONE WIRELESS LAPEL
LAPTOP MAC	MICROPHONE PANEL
LAPTOP PC	MICROPHONE PODIUM
DVD PLAYER	MICROPHONE AUDIENCE Q + A
VCR	SCREEN
TRIPOD	CAMERA
DIGITAL AUDIO RECORDER	OTHER SPECIFY

ADDITIONAL NOTES + COMMENTS

By submitting this form, the borrower assumes full responsibility for the equipment and agrees to reimburse Emily Carr University of Art + Design for any loss or damage. Some details of your request may change to conform to technical requirements, policies, security issues, availability of requested equipment and/or personnel.

FOR A/V USE

TECHNICIAN/MONITOR ASSIGNED	GL	10-00-	
SET-UP	DATE/TIME	TEAR-DOWN TIME	ESTIMATED HOURS
SPECIAL	X		
	COLLABORATIVE TECHNOLOGIES + MEDIA RESOURCES, ITS		