

New Revised Cancel

Event ID: _____



Event/Meeting Room Request Form – Toppenish Campus

Completion of this form, **at least 10 days prior** to an event is required to reserve rooms or venues for meetings and events. NOTE: This includes logistical support from IT or Physical Plant as well.

INSTRUCTIONS

Complete this form on-line and forward it to HeritageEvents@heritage.edu. Upon approval, a room or venue will be assigned from the list you indicated starting with your first choice. If no acceptable room is available, the event request will be returned to you with **no action taken**. Upon assignment of a room or venue you will be informed by email and the event will be placed on the calendar of scheduled events. **One event date per form.**

EVENT/MEETING INFORMATION

Date of Event:

Requester Name	Contact Number	Event Name	Room/Campus Area Enter preferred & two alternate locations	Set-Up Time	Start/End Time	Size of Group

Please note that the use of any meeting room, classroom or venue will be indicated on the Heritage Event Calendar. Always include “set up time” for Smith Family Hall and Patricia Wade Temple Conference Room. If the group size is 75 or more please allow 2 hours of set up time.

NOTES:

EVENT SUPPORT

Physical Plant: Weekdays: (509) 865-0446 or Weekends: (509) 314-9310

Item(s) requested	Qty.	Item(s) requested	Qty.	Item(s) requested	Qty.	Item(s) requested	Qty.
Chairs		6 ft. Tables		Round tables		Picnic Table	
Podium		Large Stage		Extension Cords		PA System	
Power Strips		Projection Screen		Small Stage		Propane Grill	
Extra Garbage Cans		Large Cooler					
Building Access Before Event:		15 minutes	30 minutes	45 minutes			
Have you included Room Setup or Diagrams?							

PHYSICAL PLANT NOTES:

Information Technology:

NOTE: Technology support is not available after 5:00 p.m. and on weekends

IT Cart

Includes: PC, Projector, Elmo, Speakers

Projector (Only)

Online Meeting (WebEx, etc.)

Webcam

Polycom Conference Telephone

K-20 Video Conference Cart

Loaner laptops and video cameras: available at the Help Center for Checkout (Faculty and Staff ONLY)

NOTE: Simkins A & B and Arts & Sciences 2351 Conference Rooms are equipped with a TV, webcam and PC for self-service use.

IT NOTES:

DINING SERVICES

If you plan to use Dining Services please complete the following:

Do you need catering services provided by HU Dining Service?

Yes

No

For all Dining Services related food services requests, please contact Tim Newbury at 865-8616 (Internal Ext. 2409/2411) or by email at Newbury_t@heritage.edu

PUBLICITY

Student Clubs: You must work with your advisor when completing this form and list them as the "Event Requestor" when submitting. Please email any internal flyers or materials to Student Life at FlyerApproval@heritage.edu or visit the Student Life Office. For all external flyers and the development of flyers, contact Marketing and Communications.

Faculty/Staff: Please contact Marketing and Communications at (509) 865-8588 or communications@heritage.edu for assistance.

Please note that flyers may not be taped, pasted, stapled or otherwise affixed to any campus building, door, window or pole without the approval of the Physical Plant (509) 865-0446 or Beehler_j@heritage.edu.

All flyers that have been posted must be removed within 1 week of the event.

PLEASE COMPLETE ALL APPLICABLE SECTIONS OF THIS FORM AND SEND TO

HeritageEvents@heritage.edu