

Club Event/Meeting Request Form

****This form must be completed at least 10 business days before event date****

GRAND CANYON UNIVERSITY™

Meeting title (short description): _____

Location: _____

Attending: _____

Catering (circle one):

Breakfast (refreshments)
Breakfast (food)
Lunch (refreshments)
Lunch (food)
Dinner (refreshments)
Dinner (food)

Date:

Top 3 Date Options

First Choice: _____

Second Choice: _____

Third Choice: _____

Meeting start date: _____ **Start time:** _____

Meeting end date: _____ **End time:** _____

Reservation Type (circle one):

Student meeting
Student event
Meeting
Special event
Event hold
Other (expand): _____

Audio Visual Multiple Item:

Classroom style
Conference style
Hollow square style
Special event
Meeting style
Push together banquet style
Rounds Banquet style
Standard banquet style
U Shape style

Room Set-Up:

Audio
Conference Phone
Guest will provide laptop
Laptop with internet
Projector
Other (expand): _____

Requestor name: _____

Club name: _____

Requestor email: _____

Requestor phone: _____

Description of event: _____

Event/meeting request notes and comments (set-up and clean-up times):

Recurring Meeting Information:

Name of Student Affairs staff your request was approved by: _____

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