



## EVENT BOOKING FORM

Completed form must be submitted 2 weeks prior to event to the Director of Facility + Ancillary Services – Michael O'Neill

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time Event Starts: \_\_\_\_\_ Time of Event Ends: \_\_\_\_\_

What is this event for?

Exhibition Reception

Fundraiser

Industry Event

Social Event

Other (please explain) \_\_\_\_\_

Brief Event Description:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Locations Booked: (indicate all that apply)

Main Mall Upper (in front of IKG)

Main Mall Mid (from SPLT to the Yellow Staircase)

Main Mall Lower (from stairs to cafeteria)

ACAD Boardroom

Room 371

Stanford Perrott Lecture Theatre (SPLT)

Cafeteria Seating Area

Other (specify) \_\_\_\_\_

### FOOD AND ALCOHOL

Will alcohol be served at the event? Yes – ACADSA Cash Bar Yes – ACAD Sponsored Bar N/A

Time Bar Service Starts: \_\_\_\_\_ Time of Bar Closure\*: \_\_\_\_\_

\*Last call will be 20 minutes before bar closure

Estimated Number of Attendees: \_\_\_\_\_

Is this an ACAD community event or a general public event? ACAD Public

Will food be served or sold at the event? Served Sold N/A

### PERSON RESPONSIBLE FOR EVENT/PRIMARY CONTACT

This person acknowledges responsibility for this event, all costs and food health + safety measures associated (if applicable)

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

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Student group name (if applicable): \_\_\_\_\_

ACAD / ACADSA Department + Account Number - for security/janitorial/ av services invoice if costs are incurred

\_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

Or ACADSA Executive Director or Office Manager Signature: \_\_\_\_\_

FOR OFFICE USE ONLY

Event Approved: Yes No

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

ACAD Director of Facility & Ancillary Services



## EVENT PLANNING CHECKLIST *unless otherwise written all items must be arranged 2 weeks before the event*

### EVENT SPONSORSHIP AND FUNDRAISING (6 weeks before event)

Are you looking for outside sponsorship (ex. cash donations, gifts in kind)?

Contact ACAD Interim Manager Development + Alumni Relations - [lindsay.paul@acad.ca](mailto:lindsay.paul@acad.ca)

*Have you coordinated with ACAD Interim Manager, Development + Alumni Relations?* Yes N/A

ACAD Interim Manager, Development + Alumni Relations Signature \_\_\_\_\_ Date \_\_\_\_\_

### COMMUNICATIONS

Contact the Communications Office at [communications@acad.ca](mailto:communications@acad.ca) to spread the word about your event.

### BAR SERVICE

Contact the ACADSA Office at [acadsa@acad.ca](mailto:acadsa@acad.ca) to insure that bar staff is available for a cash bar

Contact Director, Facilities + Ancillary Services at [michael.oneill@acad.ca](mailto:michael.oneill@acad.ca) for college sponsored events with non-cash bar

*Have arrangements been made for bar service?* Yes N/A

ACADSA Executive Director or Office Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Or Director, Facilities + Ancillary Services Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOOD SAFETY

*Have you read and are following the food safety portion of the guidelines?* Yes N/A

### SECURITY

Does your event require additional security (ie event is over two hours in length)?

Contact Manager, Health, Safety, Security +Environment at [security@acad.ca](mailto:security@acad.ca)

*Have arrangements been made with additional security staff?* Yes N/A

Manager, Health, Safety, Security +Environment Signature \_\_\_\_\_ Date \_\_\_\_\_

### AUDIO/VIDEO EQUIPMENT & SERVICES

Do you require AV equipment or services for this event?

Contact ACAD AV Services at [avservices@acad.ca](mailto:avservices@acad.ca)

*Have arrangements been made for AV Equipment and set-up?* Yes N/A

AV Services Signature \_\_\_\_\_ Date \_\_\_\_\_

### JANITORIAL

Is your event is over two hours in length and/or has over 100 attendees?

Contact ACAD Maintenance for a cleaning quote at [maintenance@acad.ca](mailto:maintenance@acad.ca)

*Have you made arrangements with maintenance/janitorial staff?* Yes N/A

Maintenance Signature \_\_\_\_\_ Date \_\_\_\_\_

### TABLES AND CHAIRS

Contact ACAD Maintenance at [maintenance@acad.ca](mailto:maintenance@acad.ca) and specify amount required, when, and where.

*Have you made arrangements to remove and/or deliver tables/chairs?* Yes N/A

Maintenance Signature \_\_\_\_\_ Date \_\_\_\_\_

### STUDENT GROUPS

Contact ACADSA Student Group Coordinator [groups.acadsa@acad.ca](mailto:groups.acadsa@acad.ca) before submitting form.

### FLOAT/CASH BOX + POPCORN MACHINE

NOTES:



## EVENT BOOKING FORM

Contact the ACADSA Office at [acadsa@acad.ca](mailto:acadsa@acad.ca) for booking procedures and cost information

NOTES:

Updated: 31-Oct-2018