



Savannah State University Space Request Form

(Student Organization Use Only)

3219 College Street • P.O. Box 20009 • Savannah, GA 31404

University Advancement Events Office 912-358-3040 • Fax 912-358-3760

Jasmine Miller, Manager of Events (912) 358-3397 • RaShonda Carter, Events Coordinator | (912) 358-4376

Date of Request: _____ Organization Name: _____

Name of Event: _____ Sponsoring Department: _____

Contact Name: _____ Contact Address: _____

Phone Number: _____ Email Address: _____

Event Date Requested: _____ Location(s) Desired: _____

Time Event Starts: _____ Early Access to Venue Requested: _____

Time Event Ends: _____ Venue Vacated: _____

GENERAL EVENT INFORMATION

Savannah State University is a Tobacco Free Campus

Estimate # of Attendance: _____

AUDIO/ VISUAL NEEDS: (Please Specify)

PA System: _____ w/ Microphone

Microphone: _____ How Many? _____

Projector/Screen: _____

SET UP NEEDS: Please Specify (Indicate quantity) **Please provide diagram with specific layout.**

No. of Rectangle Tables _____ No. of Round Tables 60" or 72" _____

Podium _____ Pipe & Drape _____ Stage/Platform _____ Piano _____ (fee may apply)

Chairs _____ # Extra Chairs _____

Technology Support (computers, phone, laptops, projectors, operator for audio/visual, etc.): *(\$25.00/hr. w/ a minimum of 4 hours)*

Yes _____ No _____ If yes; Complete "Information Technology Services Event Request Form"

Campus Departments: submit to helpdesk@savannahstate.edu / **Student organization & External Users:** follow up with the Office of Event Services

Click on the link to complete an SSU Technology Services Event Request Form:

<https://secure.echosign.com/public/esignWidget?wid=AKMBL84K476K3D&hosted=false&token=&firstName=&lastName=&nameEditable=true>

CATERING: Will this event require food/ catering services? _____ Yes _____ No **(NOTE: No outside food or catering services allowed)**

If yes; complete an event order form in detail (Do Not Sign or Date). Submit it back in WORD format to the Events Office.

Click here to view catering guide: <http://www.savannahstate.edu/university-advancement/catering/>

Click here to view the Customer Event Order Form: <https://www.savannahstate.edu/university-advancement/event-management-forms.shtml>

PLANT OPERATIONS: SSU Operations Department reserves the right to charge labor fees for additional services, if deemed necessary.

Fees may vary (custodians, scoreboard Operator, set-up etc.) _____ **Labor Fee:** \$ _____

STUDENT SPACE REQUEST(S) WILL NOT BE ACCEPTED AFTER OCTOBER 1, 2016

Student Groups require signatures 1 - 3

1.) Organization President: _____ Date: _____

2.) Organization Advisor: _____ Date: _____

3.) Office of Event Services: _____ Date: _____

CANCELLATIONS ARE REQUIRED, IN WRITING, 5 BUSINESS DAYS PRIOR TO THE EVENT DATE