

## EVENT SUPPORT REQUEST FORM

**For additional information on events and our policies, use the link below:**

<http://facilities.ucmerced.edu/campus-services/moving-and-events>

|  |   |                      |                                |
|--|---|----------------------|--------------------------------|
| Event Name:  |   |                      |                                |
| Event Date(s):   |   | Event Time(s):       |                                |
| Location(s):   | (Include building/room number or physical location) |                      |                                |
| **All rooms need to be reserved through ASTRA or with appropriate department at least 2 weeks in advance** |   |                      |                                |
| Set Up Date/Time:  |   | Tear Down Date/Time: |                                |
| FAU:   | (Required before acceptance)                        | # of Attendees:      | (Include vendors, staff, etc.) |
| Primary Contact:   |   | Phone Number:        |                                |
| E-mail Address:  | UC MERCED EMAIL ADDRESS ONLY                        |                      |                                |
| Secondary Contact:   |   | Phone Number:        |                                |
| Sponsoring Department:   |   |                      |                                |

\*\*If you are sponsoring a large event, please arrange a meeting with all supporting departments well in advance to ensure a quality event. Other supporting departments can include: Police, IT, TAPS and Dining. EH&S for any food serviced events. \*\*

Will food be served?     Yes     No

\_\_\_\_\_ Tables: Rectangular (max qty. 20)

\_\_\_\_\_ Podium: (max qty. 3)

\_\_\_\_\_ Tables: Round (max qty. 24)

\_\_\_\_\_ PA System: (max qty. 1)

\_\_\_\_\_ High Top Tables (max qty. 10)

\_\_\_\_\_ Handheld Microphones (max qty. 2)

\_\_\_\_\_ Chairs: (max qty. 200)

\_\_\_\_\_ CD Player: (max qty. 1)

\_\_\_\_\_ Canopies: (max qty. 9)

\_\_\_\_\_ Extension Cords: (max qty. 4)

\_\_\_\_\_ Small Riser: (max qty. 2)

\_\_\_\_\_ Surge Protector: (max qty. 6)

**Facilities reserve the right to decide the number of staffing needed and the extent of support for all events after consultation with event sponsor.**

Building Access

Electrical

Grounds

Refuse Services

**Additional details:** Please be sure to include as much detail as possible. You can also include a detailed schematic / diagram for specific set up requests. Feel free to use an additional blank page if needed.

**By submitting this form along with a work order, you are authorizing to pay for any FM services required in support of the event. Email the completed form and any attachments to [fmhelp@ucmerced.edu](mailto:fmhelp@ucmerced.edu). For any questions, please call 209-228-2986.**

Thank You!