

## 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 Dept:			

\*\*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

- |   |   |
|---|---|
| <p>_____ <i>Tables: Rectangular (max qty. 25)</i></p> <p>_____ <i>Tables: Round (max qty. 28)</i></p> <p>_____ <i>High Top Tables (max qty. 12)</i></p> <p>_____ <i>Chairs: (max qty. 200)</i></p> <p>_____ <i>Canopies: (max qty. 5)</i></p> <p>_____ <i>Small Riser: (max qty. 2)</i></p> | <p>_____ <i>Podium: (max qty. 3)</i></p> <p>_____ <i>PA System: (max qty. 3)</i></p> <p>_____ <i>Handheld Microphones (max qty. 3)</i></p> <p>_____ <i>CD Player: (max qty. 1)</i></p> <p>_____ <i>Extension Cords: (max qty. 8)</i></p> <p>_____ <i>Surge Protector: (max qty. 10)</i></p> |
|---|---|

***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   
  Waste/Refuse Services   
  Custodial

**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!**