



## Outside Event Planning Application

Please return this form to:

Office of Student Life  
Student Development, DeWitt Center  
(616) 395-7942 phone  
(616) 395-7183 fax

A completed application must be signed by the Director of Student Life. Submit the signed application and a program schedule at least 15 working days before the event date to ensure space will be confirmed and the proper departments can be notified. When your request is approved, a confirmation will be e-mailed to you. Please note that additional fees may apply.

**Do not assume space has been assigned to you until you receive a confirmation from the Events & Conferences Office.**

Please type or print legibly:

1. Name of organization(s): \_\_\_\_\_

Student(s) responsible for the event:

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Title and description of the event:

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

3. Are you sponsoring another outside group?      Yes      No

If yes, list here: \_\_\_\_\_

4. Day and date of event: \_\_\_\_\_

5. Event start time: \_\_\_\_\_ am/pm      Event end time: \_\_\_\_\_ am/pm  
Load-in/set-up time: \_\_\_\_\_ am/pm      Load-out/tear down time: \_\_\_\_\_ am/pm

6. Location of event: \_\_\_\_\_

7. Rain plan location: \_\_\_\_\_

Time of rain call on day of event: \_\_\_\_\_ am/pm

8. Expected number of people attending: \_\_\_\_\_

9. Will your event involve amplified sound?                      Yes                      No  
*If yes, contact the Office of Student Life for a City of Holland Sound Permit application.*

10. Will there be any visual displays at the event?    Yes                      No  
*If yes, list all items to be displayed in the additional comments section.*

11. Will special lighting be needed?                      Yes                      No  
*If yes, please explain in the additional comments section.*

12. The event is:                      Private (by invitation only)  
  Open to Hope College students only  
  Open to Hope College community only  
  Open to general public

13. Indicate any equipment needed for the event: *(Please note: some services may not be available if requested less than 15 working days before the event.)*

Chairs	Yes	No	How many?	_____
8' Tables	Yes	No	How many?	_____
Microphones	Yes	No	How many?	_____
Microphone stands	Yes	No	How many?	_____
Sound system	Yes	No	How many?	_____
Projection screen	Yes	No	How many?	_____
Overhead projector	Yes	No	How many?	_____
LCD data projector	Yes	No	How many?	_____
Slide projector	Yes	No	How many?	_____
TV/VCR/DVD	Yes	No	How many?	_____
Tabletop podium	Yes	No	How many?	_____
Standing podium	Yes	No	How many?	_____
Portable staging (16" x 4' x 8' – 6 sections)	Yes	No	How many?	_____
Cassette/CD Player	Yes	No	How many?	_____
Trash Barrels	Yes	No	How many?	_____
Recycling Barrels	Yes	No	How many?	_____
Other (explain below)	Yes	No	How many?	_____

Notes:

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14. Indicate any power needs for the event:

Single phase	Yes	No		
3 phase	Yes	No		
Volts	110	220	480	
Amps and/or watts:	_____			
Configuration of plug:	_____			
Quantity of circuits and location of circuits:	_____			

14. Indicate any power needs for the event: (continued)

Type of electrical equipment being used (lights, speakers, etc.):

\_\_\_\_\_

Level of assistance needed (check one):

Technician present      Set-up only      Set-up and tear-down

15. Are you renting equipment that will be delivered?      Yes      No

*If yes, indicate details (i.e. delivery time and location) in the additional comments section.*

16. Additional comments:

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

**Questions about this form? Please call the Office of Student Life (x7942).**

\_\_\_\_\_  
(for office use only)

Date received: \_\_\_\_\_

\_\_\_ Approved

\_\_\_ Denied

\_\_\_\_\_  
Director of Student Life (signature)

\_\_\_\_\_  
Date