Tentative Event Schedule

Please note: One form must be submitted for every event and/or tabling request your organization is planning on hosting.

Student Group Information

Name of Organization

Secretary Name

Secretary Email (Pace Email Only)

Secretary Phone Number

Event Information

Event Name

Date of Event

Time of Event

Proposed Location

Alternate Dates and Times

Alternate Locations

Event Description:

Will you be inviting Non-Pace Students to this event?

- ○ Yes
- ○ No

Please select the service groups that your event will be utilizing

- ☐ Buildings and Grounds (Room Set Ups)
- ☐ Chartwells (Catering)
- ☐ Ed Media (AV Needs)
- ☐ Security (Required for events open to Non-Pace Students)

Please check all responses below.

I understand that, per the SAF Guidelines, if I am hosting a similar event to another organization, we are required to co-sponsor.	○ Yes
I understand any room set-ups occurring before 9am and/or after 5PM Monday through Friday and on weekends incur hourly charges that must be budgeted for	○ Yes
I understand any Ed-Media needs occurring after 10PM Monday through Thursday, after 5PM on Friday, and on weekends incur hourly charges that must be budgeted for	○ Yes
I understand that linens are not provided for events and must be budgeted for if needed (linens are recommended for any events using round tables in their set up).	○ Yes
I understand that for any Major Events (events taking place in the Union, Bianco Room, Courtyard, Gym, or at an off-campus location) a production meeting must take place at least 2-4 weeks prior to the event date.	○ Yes
I understand that if my organization is unable to schedule a production meeting with their assigned SDACA Representative at least 2-4 weeks prior to the event date, the event must be postponed to a later date.	○ Yes
I understand that by submitting this request, I no longer will need to request a space via events.pace.edu. A confirmation of Space will be sent to the entire Executive Board once the request is processed.	○ Yes
I understand that any confirmations received will be voided if my organization does not meet the compliance guidelines at least 3 weeks prior to our first event.	○ Yes

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Secretary E-Signature _____