



Venues and Events

University of Illinois at Chicago- Meetings and Conferences- Facilities Request Form

Student Center East
312.413.5040



Student Services Building
312.413.5040

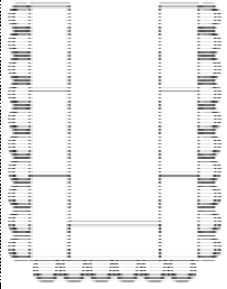
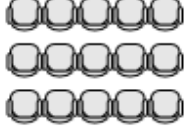
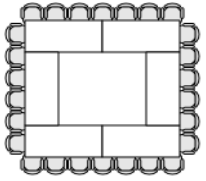
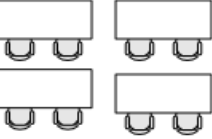
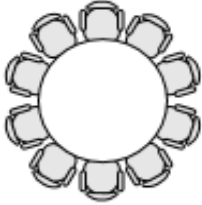
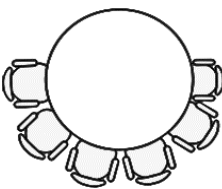
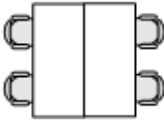
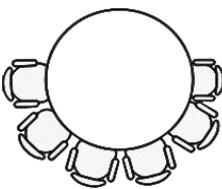


Student Center West
312.413.5225

Requesting Organization:			Request Date:		
Event Name:					
Address:		City:		State:	ZIP:
Organization Type:	Campus Department	Outside Organization	Non-for-profit	Other:	
Primary Contact:		Phone:	E-mail:		Title:
Secondary Contact:		Phone:	E-mail:		Title:

Note: Separate Events must be listed on separate forms. If there are more than three of the same event please use additional form.

Date	Reservation Begins	Event Begins	Event Ends	Reservation Ends	Estimated Attendance	Building/ Room requested

Set-Up Type:	Auditorium	Equipment: Enter quantity in box		Event Details: Be as specific as possible	
U-shaped 		Podium	Head Table	Will this event utilize an agenda? NO YES List below or attach copy	
Box 	Classroom 	Microphone	Registration Table	Will there be any guest speakers or VIPs? NO YES Attach list or enter below	
		Standing Microphone	Display Table	Will there be any non-UIC attendees? NO YES Quantity _____ %	
Rounds 	Crescent Rounds 	Table Microphone	Info Table	Will fees or other funds be collected? NO YES	
		Wireless Microphone	Video Recording*	Please provide any specific accomodation requests:	
Banquets 	Other: Describe 	Lapel Microphone	Webcasting*	Please provide a schedule of the event along with a brief description below:	
		Data Projector	Catering:	Student Center East 750 S Halsted St. Chicago, IL 60607	
		Screen	None	Student Services Building 1200 W Harrison St Chicago, IL 60607	
		TV	Breakfast	Student Center West 828 S Wolcott Ave Chicago, IL 60612	
		DVD Player	Lunch	For assistance during your event call: 312.965.1708 (SCE ONLY)	
		CD Player	Dinner	Electronic Initial: _____	
		Auxiliary Hook-up	Reception	Date: _____	
		Laptop	Refreshments	C-FOAP: _____	
		Wi-Fi Access	*Subject to availability and must be requested two weeks in advance.		
		Conference Phone	All food and beverages served in our facilities must be ordered through UIC Catering. Go to uic.catertrax.com or contact a catering representative at 312.413.5626		
		Flipchart			
		Easel			