MEETINGS AND CONFERENCES

RSO FACILITY REQUEST FORM

VENUES AND EVENTS
Meetings and Conferences Office
750 S. Halsted St. Chicago, IL 60607
(312) 965-1708 uicmeetings@uic.edu

Organization

Contact Name **Title**

Phone Number **E-mail**

Event Date **Alternative Event Date**

Event Time *(Start/End)* **Alternative Event Time** *(Start/End)*

Estimated Attendance

Event Name

Indicate Which Space You Are Requesting

☐ Student Center East ☐ Table at the SCE Concourse ☐ Student Center West

Purpose of Tabling Event, if Selected

☐ Awareness ☐ Fundraising ☐ Philanthropy/Charity ☐ Promotional

Indicate Type of Event

☐ General Body Meeting ☐ Lecture/Workshop ☐ Dinner ☐ Performance ☐ Networking ☐ Other

Set-Up Type

For other, please describe the set-up to the Event Coordinator. Refer to the Facility Guide for set-up type models.

☐ Auditorium ☐ Rounds ☐ U-shape Conference ☐ Conference Box ☐ Classroom ☐ Cleared ☐ Other

Enter Quantity in the Box

Equipment at No Cost

- Microphone, Wired (2 max)
- Podium/Mic/Sound System Package
- Podium
- Sound System Portable with Aux Cord
- Sound Feed/Video Feed
- Table Microphone Stand
- Straight Microphone Stand
- Boom Microphone Stand

Equipment at a Cost

- Data Projector with Free Screen ($30)
- Laptop ($120)
- TV Monitor ($30)
- Microphone, Wireless ($30)
- Microphone, Wired (after 2, $25 per mic)
- Mixer (for more than 2 microphones, $30)
- Screen without Data Projector ($20)
- Illinois Room Package ($575)
- Michele Thompson Room Package ($575)

Will There Be Catering? ☐ Yes ☐ No

Will This Event Utilize an Agenda? *If Yes, Attach Copy to Email* ☐ Yes ☐ No

Will Fees or Funds Be Collected? ☐ Yes ☐ No

Purpose of Collecting Funds

Will There Be VIPs or Guest Speakers? *If Yes, Attach Copy to Email* ☐ Yes ☐ No

Will There Be Non-UIC Attendees? ☐ Yes ☐ No