

**(Sample) SAO Winter Formal  
Facility/Room/Location Module**

Type of location requested: Off-Campus Location

Name of campus building, outdoor grounds, or off-campus location requested: College Football Hall of Fame

Requested room(s)/area:  
(if applicable):Detailed description of event:  
(Please include purpose of event,  
who will be attending, etc.)

This dance is a formal for SAO residents and their dates. Formal attire will be required. Food, drink and decorations, set-up and cleanup will be provided by the College Football Hall of Fame. Attendees will arrive

Date needed: 11/10/2006

Any other dates? No

 I am willing to accept another room or location I am willing to accept another date**NOTE: If your preferred space is not available, you will be required to submit a new request. As such, please be as flexible as possible.**

Minimum room capacity:

Maximum room capacity:

Anticipated attendance: 300

Event start time (include am/pm): 10:00 pm

When do you need access to the location? 8:00 pm

Event end time (include am/pm): 2:00 am

By what time will you vacate the location? 3:00 am

Audio/Visual equipment to be used  
(please indicate if you need to reserve this): Proshow will provide DJ music and lights

Will You be serving food? Yes

If yes, please complete Food Service module

**If collecting admission, donations or selling products at this event, please complete the Fundraiser module.**

Update Module

Cancel this Module

Provide as many details as possible about your dance. Include the following:

- Who will attend
- Dance attire
- Setup/Cleanup info
- Transportation info
- Arrival info
- Security info
- Other?

*e.g. This dance is a formal for SAO residents and their dates. Formal attire will be required. Food, drink and decorations, set-up and cleanup will be provided by the College Football Hall of Fame. Attendees will arrive from 9:00 pm - 10:15 pm. All participants will arrive by 10:15 pm. SAO will check names, IDs and tickets at the doors. Dance security will be provided by SAO Rector, RAs and ARs throughout the night. Transportation will be provided via 3 Cardinal Buses from Library Circle to the CFHOF.*

Provide info about music plan (DJ, etc)

*e.g. Proshow will provide DJ music and lights*