Illinois Central College
Office of Student Life
Student Organizations Program/Event Application

Program/Event requests must be submitted ASAP as these are reserved on a first-come, first-serve basis. If this is a large event with extensive setup, your application should be turned in at least 15 business days prior to the scheduled event in order to accommodate all of the affected departments and their schedules.

Date Submitted _____

Event and/or Speaker _____

Sponsoring Group _____

Event Dates _____ Event Start and Stop Time(s) _____

Desirable Location(s) _____ Setup Time _____ Take Down Time _____

Anticipated Attendance _____ Internal Guests ☐ External Guests ☐ Both ☐

Contact Person: _____ Email/Phone: _____

Please provide a description of the event:

_____

Equipment Needed	Audio/Visual Items
____ # of 6 ft. Tables	____ Overhead Projector (Transparency)
____ # of 8 ft. Tables	____ PC cart w/Multi-Media Projector/DVD/CD/Speakers
____ # of Chairs	____ Mic: ____ Stand ____ Table Top
____ Popcorn Machine w/supplies	**(Choose one)** ____ Wireless ____ Lapel
____ Podium: **(Choose one)**	____ Portable PA Speaker System **(On Tripod Stand)**
____ Tabletop ____ Standing	____ Screen
____ *Table Skirting: ____ White ____ Blue	____ Poster Size Sign Holder (Standard)
(Choose one) ____ Blue w/ICC logo	____ Directional Signs (required for external guests)
____ Cafeteria Request	____ Skinny Cart (TV/DVD/Flash Drive)
Serve Time for Catering _____	____ Internet Access
(Email us or write menu selections on back)	____ Laptop
Fund 10 Acct# 10 - 0 _____	____ **Other** (Please specify): _____
or Acct# _____	

There is a $2.50 charge for skirting if not ordering food

If necessary, please hand draw a desired event setup on the back of this form and drop off at Student Life. If posters, fliers, table tents, etc. are needed, please fill out a Graphic Design form.

Did you fill out a Graphic Design form?   Yes   No

Approved by: _____ Date: _____
                          Club Advisor

Approved by: _____ Date: _____
                     Manager of Student Life

Please make 1 copy for your records and return original to 303A