

Florida A&M University
Student Union & Activities/Plant Operations & Maintenance
Event Support Request Form

Tracking Number: _____ Work Order Number: _____

Building Name: _____ Room Name/Number _____

Date Request Received: _____ Date of Event: _____

Type/Name of Event: _____

Time of Event: From _____ am/pm To: _____ am/pm

Anticipated Number of Participants/Guest: _____ Paid Event: _____ Yes _____ No

Type of Payment: FAMU Department ID _____ Money Order _____ Cashier's Check _____

Name of Organization: _____

Contact person: _____ Telephone Number: _____

POM Designee _____ Approved _____ Pending _____ Denied _____

Reason(s) for Pending/or Denial: _____

PRICES BELOW DO NOT INCLUDE VENUE RENTAL COST (CONTACT INDIVIDUAL VENUE COORDINATOR'S FOR COST)

Check the set-up event size that fits your event. A valid form of payment (money order/or cashier's check) due 5 days prior to event.
ALL EVENT SET UPS WILL INCLUDES TABLES, CHAIRS, PODIUM, AUDIO EQUIPMENT W/MICROPHONES, AND TRASH RECEPTICLES.
 Indicate the size (number of guest to be seated) of event on line provided. Include a drawing of your preferred seating chart.

SMALL _____	MEDIUM _____	LARGE _____	X-LARGE _____
Size: Up to 150	Size: 151 to 300	Size: 301 +	Size: Gaither Gym/Athletic Field/Pond
Cost: \$250.00	Cost: \$375.00	Cost: \$450.00	Cost: Assessment TBD (type of event)
Cleaning: \$50.00	Cleaning: \$100.00	Cleaning: \$200.00	Cleaning: \$400.00

ADDITIONAL COST:

ITEM	QUANTITY	ITEM	QUANTITY
Table (8ft/6ft) @ \$3.50 ea	_____	Table (Round) @ 4.00 ea	_____
Chairs (arm) @ \$1.50 ea	_____	Chairs (Folding) @ \$.50 ea	_____
Table Top Mic @ \$5.00 ea	_____	Standing Mic @ \$5.00 ea	_____
Electrical Cord (25ft) @ 12.50 ea	_____	Trash Drums @ \$5.00 ea	_____
Podium @ \$5.00 ea	_____	Banner Framing @ \$35.00 ea	_____
PA System @ \$35.00	_____	Cleaning Services (vary)	_____

Tents (POM does not supply tents for events; however, we will provide a list of local vendors for your convenience).

Payment must be made to vender prior to delivery. POM assistance in determining placement site is available.

Plants (Limited plant selections may be available through the university Greenhouse, contact number 599-3133)

A separate request form must be completed with this area that include pick up/delivery date and time if plants are available.

Banners (MUST be supplied by the customer and must be delivered five (5) work days prior to event for framing/hanging):

FAMU – Plant Operations Building – 2400 Wahnish Way – Bldg. “B”, Suite 218 – Tallahassee, FL 32307 – Tele. (850) 599-3525

Stage **Small** (12x24) \$150.00 _____ **Medium** (24x32) \$300.00 _____ **Large** (40x40) \$450.00 _____

EVENT SUPPORT: On-site monitoring is charged by the hour based on normal or overtime hours for Building/Room Access.

Opening/Closing: _____ Normal hours (8am-5pm, M-F) \$12.50 _____ After hours (5pm-until, weekends/holidays) \$18.75

FOR OFFICE USE ONLY

SET UP DATE: _____ SET UP TIME: _____ TOTAL COST: \$ _____

CASHIER'S CHECK/or MONEY ORDER #: _____ RECEIVED BY: _____ DATE: _____

_____ OSA/POM STAFF: _____