

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

This form is to be completed and returned to Office of Student Activities.

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.

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 (based on area size)	_____

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) Please check box if you want POM assistance in arranging a tent for your event.

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/for MONEY ORDER #: _____ RECEIVED BY: _____ DATE: _____