

# A&M-CC INSTITUTIONAL EVENT

**Return To:** Office of Events & Conferences, Community Outreach, Unit 5854 Phone: 825-5773 Fax: 825-2384

The Office of Community Outreach can coordinate all or part of your event. May our office make the arrangements for you?

(Our fee is 20% of the total charges incurred.)  Yes  No

Title of Extraordinary Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Identify facility/facilities reserved and room number(s): \_\_\_\_\_

A&M-CC Contact Person: \_\_\_\_\_ Extension: \_\_\_\_\_

A&M-CC College/Dept. sponsoring the event: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Identify co-sponsors (if applicable): \_\_\_\_\_

Purpose of event and benefit to A&M-CC: \_\_\_\_\_

Number of people attending: \_\_\_\_\_ How many people are not A&M-CC staff/faculty? \_\_\_\_\_

## Please Check All That Apply

- The general public is invited to attend this event.
- Youth (age 18 and under) will be in attendance. **\*\*Review checklist (Activity Release form).**
- A&M-CC office/dept./student org. is inviting most/all participants/guests to attend this event.
- A&M-CC office/dept./student org. is setting the agenda for this event.
- Information regarding this event can be shared with the Public Information Office.
- Continuing Education Units (CEUS) will be awarded.
- Vendors be invited to participate in this event and selling/promoting products/services.
- Campus Housing will be required.\*
- Foodservice will be required.\* (*ARAMARK has exclusive foodservice rights in all buildings on the A&M-CC campus.*)
- A&M-CC office/dept./student org. will be reimbursed for food, facilities, and services by an outside organization.\*
- Fees be charged to attend this event. \* Amount/person: \$ \_\_\_\_\_
- This is a fundraising event.\*
- Fees will only cover the cost of the event.\*

\*Please provide the following information if any of the above apply to your event:

**Account #:** \_\_\_\_\_ **Account Title:** \_\_\_\_\_

**Account Administrator Name:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

If an account # can not be provided *at this time*, please explain why:

Student Organization  Account # in process  Other: \_\_\_\_\_

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title