



Event Registration

Instructions for completing this form:

1. Telephone Event Manager @ 6958 to check availability of facility.
2. Assign account numbers to be charged where indicated.
3. Ensure signatures of budget managers where indicated.
4. At least two weeks prior to event forward hard copy form to the Event Manager OR
5. Email as an attachment to: slconnelly@mckendree.edu u
6. A minimum of 50 people is required for Food Service in Ames Dining Hall.

Name _____ Organization _____ Phone# _____
 Address _____ City, State, Zip _____

Facility Requested _____ Date Requested _____
 Beginning Time _____
 Event Type (Purpose) _____ Ending Time _____

Food Services Yes _____ No _____
 Estimated Number Attending _____
 Desired Cost Per Person \$ _____ -
 Preferred Menu Items _____

If yes, please complete this section:
 Call Food Service @ 6985 for Menu and Pricing
 Linens _____ Yes _____ No _____
 Skirted Tables _____ Yes _____ No _____

Acct # to be charged _____ Budget Manager Approval _____
 Finance Approval _____

Facility Set Up Yes _____ No _____ ***If yes, please complete this section:***

Graphics (Diagram of set up) - Be Specific

Do Not Write Below This Line

Date Received _____	Site Rental \$ _____ -
Purchase Order # _____	Food Service \$ _____ -
Total Materials \$ _____ -	Other \$ _____ -
Total Labor \$ _____ -	Total \$ _____ -