



**WEST LOS ANGELES COLLEGE
ASSOCIATED STUDENT ORGANIZATION**

Event Request Form

- Please Print Clearly -

Name of Event: _____

Location: _____

Date & Time of Event: _____

Contact Person (s): _____

Phone # _____

Contact's Email: _____

Advisor's Signature: _____

Advisor's phone: _____

Guidelines

The scheduling of WLAC space is handled through the ASO office. The ASO staff is available to assist you in ordering equipment, arrange set-up from custodians, or any other items you might need. You must first fill out an Event Request Form and get your advisor's signature, return it to ASO who will arrange and confirm the facility/space use.

- Some Things to Consider –

1. Please allow a minimum of 2 weeks for ASO to process the application for your event. This will allow plenty of time to make arrangements for setup, room availability, etc.
2. Check dates with ASO Master Calendar for location/room availability to avoid schedule conflicts.
3. Clear date at either an ASO or ICC meeting.

4. Complete all necessary paper-work. You must receive your approval permit from WLAC ASO staff to confirm the event. Approval is based upon first-come, first serve basis (no rooms are reserved before approval).
5. The ASO office can help you print copies at the rate of black/white copies .10¢ ea. And color copies at .25¢ ea. ASO Color copies .25¢ ea. ASO will NOT print free copies for club activities.
6. You and your Advisor are responsible for adhering to the time(s), date(s) and location(s) listed on the application. You and your team are responsible for the cleaning of the facilities after the event.
7. You are responsible for flyers/ posters for your event.
8. You are responsible to secure the clubs' advisors approval on all flyers/posters regarding club activities before it can be posted or distributed on campus. All flyers/posters must be removed from public board or areas after the event.
9. When disseminating material, clubs' members can distribute the marketing material in all public areas; however, students should not distribute marketing material inside buildings unless pre-approval is received. For example, if you want to distribute material inside a classroom, the professor must be consulted and must approve the request. All marketing material discarded on the floor or left behind after an event, must be picked up and properly discarded by clubs and their members.

In order to serve you better, please answer the following questions.

What's the purpose of the Event?

Fundraising ☐

Educational ☐

Social ☐

Cultural ☐

Which specific facility would be suited for the event?

Facilities are usually set-up in a standard arrangement unless otherwise requested. Be as clear and specific when filling out the "Diagram and/or Special Instructions" (on page #3).

Arrangements should be made at least 2 weeks before the event. Last minute arrangements/events will not be honored.

Equipment Needed

REQUESTED SUPPORT INFORMATION

Plant Facilities: (Support hours: Monday-Friday, 6 AM to 2:30 PM)

☐ Tables (qty: _____) ☐ Chairs (qty: _____)

Tables and chairs configuration (attach diagram if available):

☐ Podium ☐ Trash cans (qty:_____) ☐ Canopy (qty:_____) ☐ Air Conditioning

☐ Others: _____

Audio Visual: (Support hours: Monday-Thursday, 7:30 AM to 5:30 PM and Friday, 9 AM to 1 PM)

☐ LCD Video Projector ☐ Computer Speakers ☐ Portable Overhead Projector

☐ Windows Laptop ☐ PowerPoint USB ☐ Public Address System Remote

☐ Mac Laptop ☐ Microphones (qty: _____)

Do you need set-up assistance: ☐ Yes ☐ No

Additional requests/comments:
