

UNM Student Union Event Planning Request Form

SUB Event Planning Office Suite 3020
Phone: 277-5498 | Fax: 277-3258 | subevent@unm.edu
unmsub.com

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| Name: | Organization or Department Name: |
| Phone Number: | Event Title: (i.e, <i>Honor Society Weekly Meeting</i>) |
| Email Address: | |
| Date Of Event: | Type of Event: (<i>meeting, banquet, concert...</i>) |
| Start Time: End Time: | |
| Is Additional Time needed for setup/ breakdown? (circle one) YES NO | Recurring Event? (please provide details): |
| Before Meeting: | |
| After Event: | |

Room Requirements

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|----------------------------|--|
| Expected Number of Guests: | Room Setup Preference: (<i>check one</i>) |
| Special Setup Requests: | <input type="checkbox"/> Conference: Chairs Around Rectangular table |
| | <input type="checkbox"/> Theater: Only chairs, facing front of room |
| | <input type="checkbox"/> Classroom: chairs & tables, facing front of room |
| | <input type="checkbox"/> Banquet: Rounds tables with 8 chairs at each |
| | <input type="checkbox"/> Reception: Chairs around perimeter of room |
| | Audio Visual Equipment Requests: |

Event Details

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| Will Admission be charged: (circle one) No Yes, Cost per person: _____ |
| Will you be showing a film at this event: No Yes (if yes, what film?) <p style="text-align: center; margin: 0;">If showing a film in the SUB, you must see our events department for rules on showing films</p> |
| Policies: <ul style="list-style-type: none">Groups using the SUB Theater must contact the Scheduling Office in order to show any film. (Additional restrictions may apply).Room requests should be made at least 1 week before the event. We recommend 2-3 weeks advanced notice to best ensure space is available. Ballroom reservations require 3 weeks advanced notice.Our Full Reservation Policy is available in the Event Planning Office.Specific policies apply to Concerts and Dances; call the Event Manager (277-7879) for more details.To order Food for your event, contact UNM Catering @ 277-2331. |

By signing this form, you confirm that the information on this form is accurate to the best of your knowledge. Submitting this form does not guarantee a reservation, you will be contacted before any event is confirmed. Unsigned forms cannot be processed.

Signature

Date