

## SUPPLEMENTAL FORM for OUTDOOR & TAVERN REQUESTS

This form will provide University Event Scheduling (UES) with the additional information that is not captured in the online space request. Please complete this form by including **all** requested information. Please note, submission of this form does **not** constitute a reservation. After submitting this form, you will be contacted via email by UES regarding the confirmation status of your event. Incomplete requests will delay scheduling.

**NOTE: If you are submitting a request for outdoor space and would like to use the Tavern as your rain-site, please submit a separate Supplemental Form for each location. Thank you.**

**I. BASIC EVENT INFORMATION**

Request Reference Code (i.e. 1234-AABBCC): \_\_\_\_\_  
 Host Department/Organization: \_\_\_\_\_  
 Main Contact for Event: \_\_\_\_\_  
 Event Title: \_\_\_\_\_  
 Event Date & Start/End Times: \_\_\_\_\_

Please describe your event in detail, including timeline, setup and takedown: (1,125 character limit)

If you cannot fit all the details in this box, please email the full event details to UES@american.edu.

**II. TAVERN SET-UP & EQUIPMENT**

NOTE: This section is for Tavern events only. If your request is for outdoor space, please skip to section III.

Please place a  left of the boxes that apply, and complete other requested information.

**1. What is the desired setup for this event?**

As Is (tables & chairs)     Clear Floor     Theater Style (rows of chairs)     Other (please follow the instructions below)

If you selected "Other," then please describe your desired set-up in the box below, or draw a diagram using a [Tavern Diagram](#) form the UES website. (750 character limit)

If you would like to draw a diagram, please use the [Tavern Diagram](#) form the UES website.

**2. What University Center equipment is desired for this event?**

Pipe & Drape             In-Room Sound System (this is not available for dance/DJ parties)  
 Staging. For what purpose: \_\_\_\_\_  
 Other. Please describe in detail: \_\_\_\_\_

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### III. OUTDOOR EVENT SET-UP & REQUIREMENTS

NOTE: This section is for outdoor events only. If your request is the Tavern, please skip to section IV.

1. Describe your desired set-up in the box below, or draw a diagram using a diagram form from UES website (see links to diagrams in box below). (825 character limit)

Diagrams of Outdoor Locations: [Friedheim Quad](#) [Leonard Picnic Area](#)  
[McKinley Green](#) [Woods-Brown Amphitheater](#)

2. What is the Inclement Weather Plan for this event?

Please place a  left of the boxes that apply, and complete other requested information.

- This event will be cancelled if there is inclement weather       Rain Date/Time: \_\_\_\_\_  
 This event will be held rain or shine       Rain Site\*: \_\_\_\_\_

\* Listing a Rain Site location on this form does not constitute a request. Please be sure to submit a separate request for your Rain Site.

3. Does your event require amplified sound?       No       Yes (If “yes,” then fill out an [Amplified Sound Request](#))

### IV. EVENT LOGISTICS

1. External Service Support

Please place a  left of the boxes that apply.

If “yes” to any of the following, then please attach copies of the contracts and quotes.

- Is your organization renting tables/chairs/tents from an outside company?       No       Yes  
 Is your organization planning to have entertainment at the event (i.e. DJ, band, inflatables)?       No       Yes  
 Is the event associated with a movie viewing?       No       Yes (If “yes,” then fill out a [Film Viewing Request](#))

2. On-Campus Facility Support

Please place a  left of the boxes that apply.

If “yes” to any of the following, then fees may be incurred by the organization/department and a copy of the FSR or Facility Service Requisition must be attached.

- Will the event require internet access?       No       Yes  
 Will the event require an active telephone line?       No       Yes  
 Will the event require extra electrical power?       No       Yes  
 Will the event require extra garbage cans?       No       Yes  
 Will the event require water access?       No       Yes

3. Marketing

Please place a  left of the boxes that apply.

For more information, please review the General Regulations for Posting Materials.

How are you advertising your event on campus?

- Electronic Displays       General posters       MGC Display Cases       Tunnel Display Board  
 The Eagle       Listservs       WVAU       UC Table Tents  
 Press Release       Banner on the parking garage

Will you advertise to external/off-campus entities or media?       No       Yes\*

\* If “yes,” then faculty/staff should contact Media Relations at 202-885-5950, and student clubs/organizations should work with their advisor in Student Activities.

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**For Internal Use Only**

**Please initial to the right of your department:**

UC: \_\_\_\_\_ PS: \_\_\_\_\_ AU A/V: \_\_\_\_\_ SS: \_\_\_\_\_ SA: \_\_\_\_\_ ATH: \_\_\_\_\_ ME: \_\_\_\_\_

**Additional Comments: (please initial as well)**

(750 character limit)