**SUNY Canton**

**External Entity Event Request Form**

|  |
| --- |
| Contact Information: Name/Title:       Organization:       Phone #:       Email:       |
| Event Summary: *(event description)* |       |
| Event Day/Date/Time:  *(preferred)* |       |
| Event Day/Date/Time: *(alternate option(s))* |       |
| Location/Space Requested: *(room name/number* ***or*** *describe what is needed)* |       |
| Size of Event: *(provide number attending/to plan for;* *figure max. number and adjust down when known)* |       |
| Requested Setup/Needs: *(tables, chairs, layout, etc.)* *(setup examples – click link below)* <https://www.canton.edu/events/setup.html> *(Please provide diagram for custom setups.)* |       |
| Audio/Visual Needs: *(microphones, projection, sound, etc.)* |       |
| Food/Beverage Needs: *(only SUNY Canton catering permitted)* |       |
| Is the event [ ]  public? [ ]  private? | Will children be involved? [ ]  Yes [ ]  No |
| Parking:<https://www.canton.edu/media/pdf/campus_map.pdf> | We will provide you with a parking pass. Please use the campus map (link to left) to find your designated parking lot (noted on your parking permit).  |
| Additional Information/Comments: *(For planning purposes, please provide a schedule of events with* *your submission and any additional information/comments to* *help us fully understand your event.)*  |       |

Please complete and submit this form by email to Amber Baines, Special Events Coordinator, at bainesa@canton.edu or call (315) 386-7918 with any questions.