# RUDOLF STEINER COLLEGE

### **Rental Request**

For

Conferences, Workshops and Events

Submit to: rentals@steinercollege.edu

Notes:		
Today's Date:		
Name of Event and brief description of	of its nature and content:	
Event Planner/Point Person:		
Daytime Phone:	Cell Phone:	
Email:		
For office use only  Contract #	Notes	

#### For Rudolf Steiner College Co-sponsored Events:

\*If this event requires marketing and publicity to ensure successful participation and attendance a lead time longer that 60 days is usually required. Requests for all such events will be evaluated in light of the time needed to create a successful event.

Co-Sponsored Event With:
For events co-sponsored with Rudolf Steiner College, please have the approving manager, or department head sign below before submission to the Calendaring and Resource Committee:
I have reviewed this calendar & resource request and I support the commitment of resources, if available.
Signature:
Date:
Rental
Is this event primarily for: Adults Family Children
Name of Person Submitting This Form, If Different:
Daytime Phone:Email:
Requested Date(s):Alternate Date(s):
*If this is a series, please see below.
Schedule Attached: Yes Is this schedule: Draft or Final  Please submit a <i>schedule and room request worksheet</i> with this request, if appropriate. (blank attached)  Anticipated Attendance:
(Please check all that apply) Private Public
*Series Details: total number of occurrences: Please provide your 1 <sup>st</sup> choice of days/dates:
Day & Date:Day & Date:

On the following sheets list your "master requests" for this series. If there are occurrences in the series that require exceptions or additions to the following "master request' please use the 'Workshop Series additional information' form.

Requested Resources:					
Campus Services	:				
Type of room	n(s) or space requested:				
1	2		3		
4	5				
Please explain if addit	ional rooms are needed, or if there ar	e any specific and	or unusual room needs:		
•	r all of the following that may be need to availability and additional fees may  Audio or Visual equipment	•	t. (Please note that		
¬ a		_			
Photocopying	Table cloths or special linen	Tables			
Other					
Internal Use: ◆The above campus :	services request has been reviewed an	d considered			
·					
Comments:					

Food & Beverage Requ	uest:
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Please contact Shilo Quinn at shiloscatering@hotmail.com

#### **Bookstore Requests:**

If you have any specific book requests or needs of the bookstore facilities or staff, please contact the bookstore Manager immediately at <a href="mailto:shopkeeper@steinercollege.edu">shopkeeper@steinercollege.edu</a> or call 916.961.8729

#### **Housing Needs/Requests:**

Please contact our Housing Coordinator at housing@steinercollege.edu or visit http://rudolfsteinercollege.edu/housing.

#### **Registration & Advanced Ticket Sales:**

## **Advanced Ticket Sales** If this event is a performance, play, recital or single lectures, will advanced ticket sales be offered? Yes No Please check all that apply: Event organizer will sell tickets Request Rudolf Steiner College Bookstore to sell advanced tickets Tickets will be sold at other outlets (please list): Registration: Would you like to contract with Rudolf Steiner College for registration support? Yes No If this event is a conference, workshop or other event requiring registration, please check all that apply How will event participants register for the event? (Check all that apply) Pre-Registration Register at the door Other-explain \_\_\_\_\_ How much?\_\_\_\_\_ Is there a participant fee for the event? Yes Can participants enroll for a portion of the event? Fee: \$ Portion: Internal Use: ◆The above registration & advanced ticket sales request has been reviewed and considered Comments: