

# SFDS Event Request Form

*For room and calendar requests*

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

This is a(n):  New Event  Change To an Existing Event  Annual Event

Expected number of attendees: \_\_\_\_\_

Description, Purpose, and Intended Audience:

This event will be listed in the eNews, SFDS Web Calendar, and Week Ahead.

I'd like the Director of Communication to contact me about additional PR.

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

This event requires special set up and supplies. Please fill out back.

## Event Request Process:

1. Fill out an this form
2. Submit form to Sandi Gilmore, who will log the request and deliver it to the Admin Team
3. The Admin Team will approve requests based on setting a reasonable pace of events for the SFDS community and neighborhood, relevance to SFDS missions, and cost.
4. If denied, you may reapply at another time.
5. If approved Sandi adds event to Master Calendar and notifies:
  - The contact person of the event
  - Chery who addsthe event to Web Calendar
  - Sarah who handles publicity
  - Danny who arranges room set-up and security
  - Lucinda who arranges gym set-up
  - Room Scheduling Committee who reserve the rooms

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**Please provide the follow:**

Amount:	Items:
	Cups
	Extra Chairs
	Flat Ware (Forks, Spoons, Knives)
	Napkins
	Plates
	Table Cloths (Rectangular or Round)
	Tables (Rectangular or Round)

Amount:	Items:
	Easel
	Microphone(s)
	Podium
	Screen and Projector
	Sound System
	Stage Lights
	Other:

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**Please arrange the room in the following way:**