



Berkeley City College

Campus Activity Proposal Form

This form shall be used for all approved student organizations, faculty & staff.

PLEASE READ BEFORE COMPLETING THIS FORM:

1. Please check the date availability of your desired activity by visiting our Berkeley City College website event calendar; a request does not guarantee a reserved space.
2. Your request **must be submitted 4 weeks** prior to the date you desire or the activity cannot take place.
3. Please make sure you have **obtained all approvals/signatures** prior to submitting this request. Your request will not be considered unless you have all the required signatures.
4. Please attach a short summary of the activity or event you are requesting.
5. **Please do not assume your request is approved until you have received confirmation that it has been approved.** Therefore, please do not advertise, book speakers, or make arrangements until then.

RETURN THESE FORMS TO: Office of Student Activities & Campus Life Room 151
(510) 981-5012 email: bcc-campuslife@peralta.edu

TYPE OF ACTIVITY REQUESTED:

- Event
- Tabling
- Meeting
- Class/Instruction
- Other: _____

Name of activity: _____ Brief description of activity: <i>(attach additional sheet if needed)</i> _____

LOCATION:

- Atrium Auditorium Student Lounge 5th floor Classroom Welcome Center
- Other: _____ Will you require audio visual, IT support, or custodial assistance? YES* NO

**If yes, please fill out attached request forms*

DATE & TIME REQUESTED:

Day of week: _____ Date: _____
 Prep time before: _____ am/pm. (Includes decorating, displays, hangings, etc.)
 Beginning time: _____ am/pm. End time: _____ am/pm. *You have up to 1 hour to remove all decorations; it is your responsibility and we are not responsible for any lost, stolen, or damaged items before, during, or after your activity/event.*

Comments: _____

REQUESTOR INFORMATION:

- Student Organization* Faculty Staff
- *For student Organizations, please fill out the "student organization" section on the next page*

Name of requestor: _____ Student ID#: _____
 (PRINT LEGIBLY) (STUDENTS ONLY)

Requestor signature: _____ Date: _____

Email (required): _____ Phone number: () _____

APPROVAL PROCESS

FACULTY/STAFF ONLY:

Please have your administrator sign and date below upon their approval.

Administrator name (PRINT): _____ **Dept.** _____

I hereby approve the activity requested by the faculty/staff person listed on this request form.

Administrator signature: _____ **Dept.** _____

STUDENT ORGANIZATIONS

1. Faculty Advisor Approval:

By signing this request you are indicating your approval and your intention to be present at the event and that you have read and confirmed that the application is filled out correctly. Failure to follow procedures, timelines and filling in necessary information, may lead to disapproval of the event. Last minute changes may not be possible and requests must be submitted 4 weeks prior to the requested activity or it may be denied.

Faculty advisor name: _____
(PRINT LEGIBLY)

Faculty advisor signature: _____ **Date:** _____

Faculty advisor email: _____ **Advisor phone: ()** _____

FOR OFFICE USE ONLY	
<p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p>_____ Date: _____</p> <p>Signature of administrator</p> <p>Name of administrator (PRINT): _____</p> <p><i>If denied, reason:</i> _____</p>	<p>Date/location available and reserved on calendar by:</p> <p><i>Campus Life Staff:</i></p> <p>Name: _____</p> <p>Signature: _____</p> <p>Date: _____</p>

Name of activity: _____ Date/time of activity: _____

ATRIUM SET-UP REQUEST

CUSTODIAL:

We currently have the following equipment available. Please list below what you'll need.
Approximately: 2 podiums, 40 tables, and 100 chairs (please inquire regarding easel availability).

Number of podiums: _____ **Number of tables:** _____

Number of chairs: _____

Comments:

AUDIO VISUAL/IT:

(Microphones may only be used in the Atrium between 12:15 – 1:15 Monday – Friday)

Regular microphones

on stand _____ **# on podium** _____ **# on table** _____

***PLEASE FILL IN ATTACHED DIAGRAM FOR YOUR DESIRED SET UP**

AUDITORIUM SET-UP REQUEST

CUSTODIAL:

We currently have the following equipment available. Please list below what you'll need.
Approximately: 2 podiums, 22 tables, and 107 chairs (please inquire regarding easel availability).

Podiums on stage: _____ **Tables on stage:** _____

Chairs on stage: _____

Comments:

Auditorium outside/entrance request:

Tables outside/entrance: _____ **Chairs outside/entrance:** _____

AUDIO VISUAL/IT:

Cordless microphones on stage:

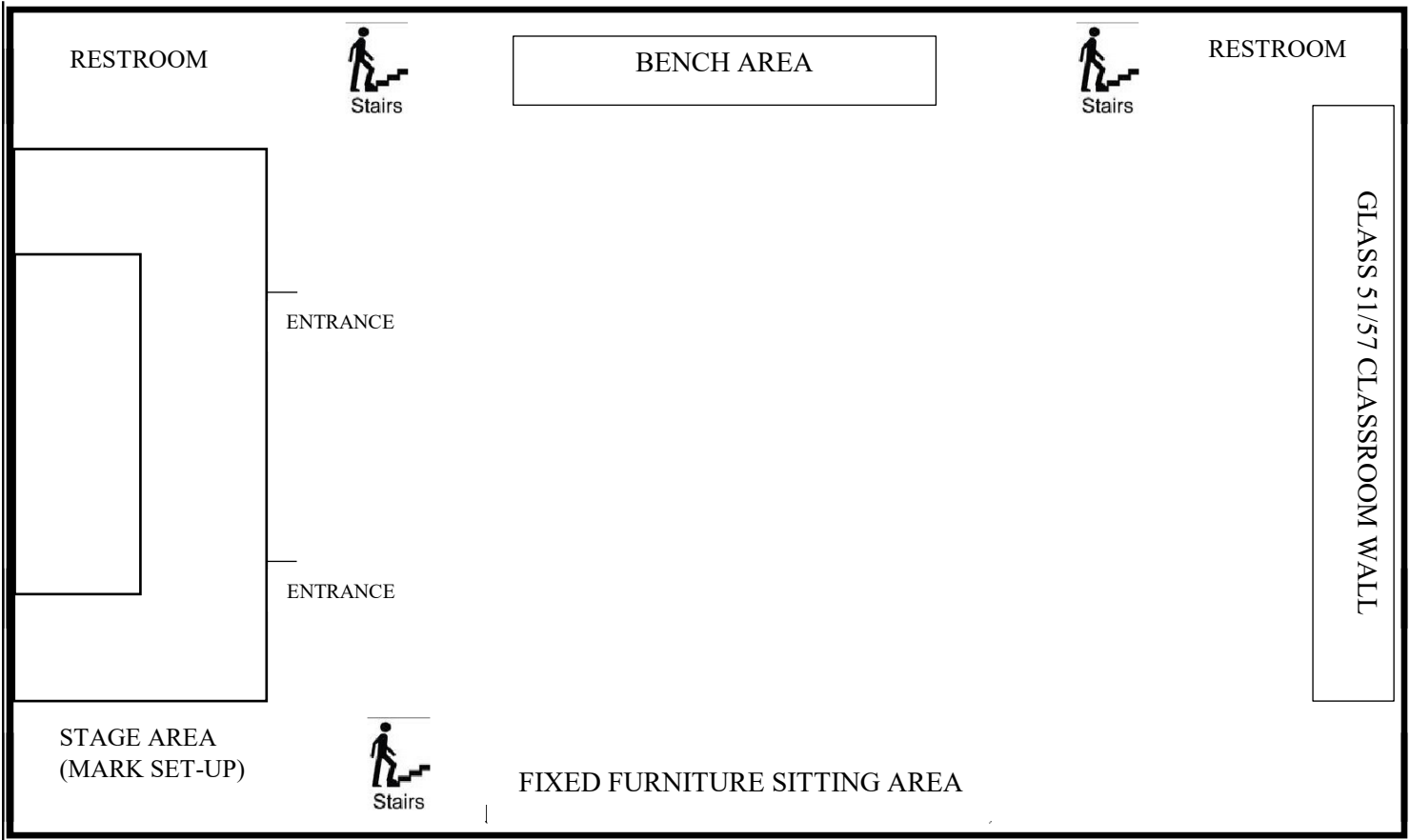
on stand _____ **# on podium** _____ **# on table** _____

Regular microphones on stage:

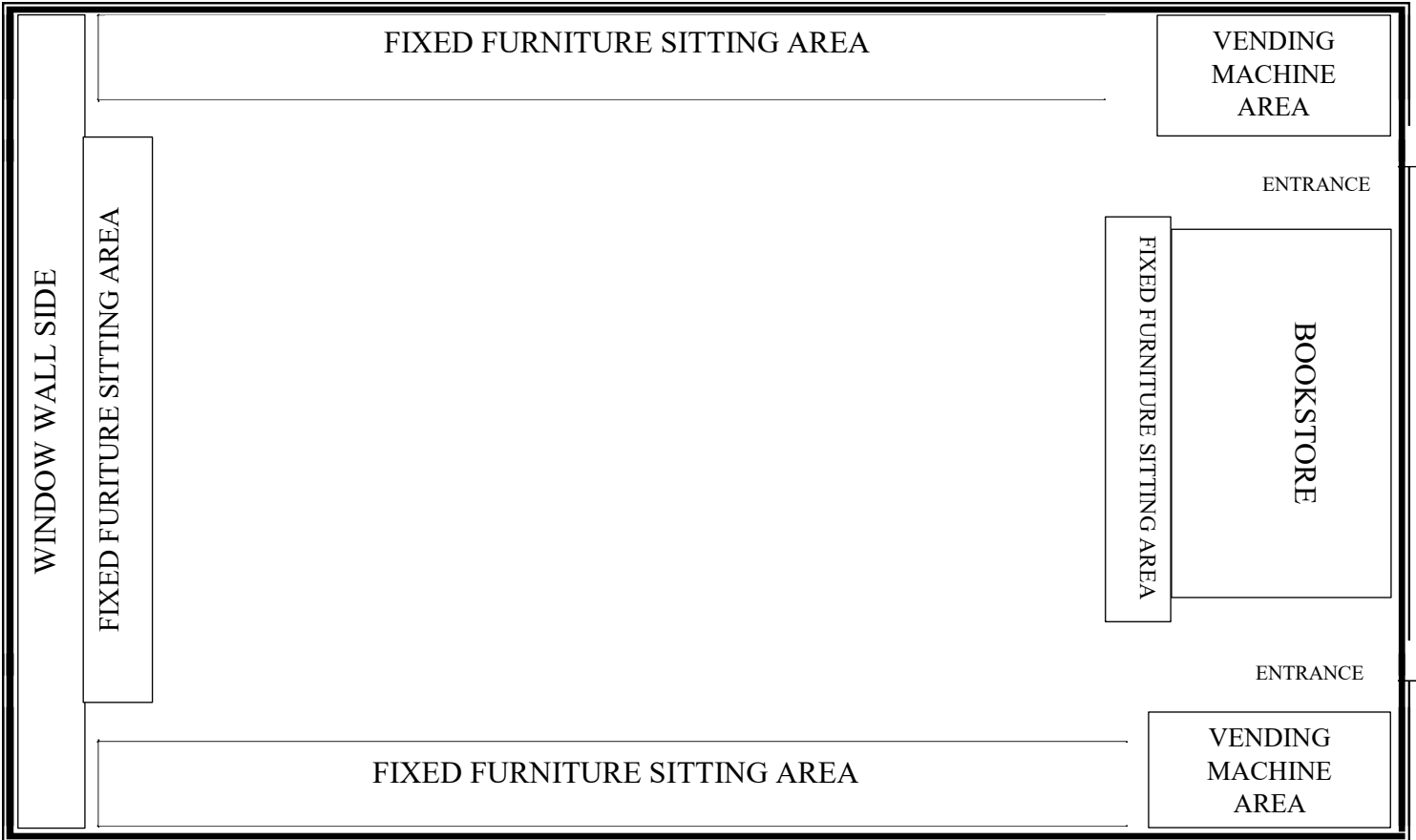
on stand _____ **# on podium** _____ **# on table** _____

***PLEASE FILL IN ATTACHED DIAGRAM FOR YOUR DESIRED SET UP**

ATRIUM/BASEMENT LEVEL & AUDITORIUM/ENTRANCE SET-UP



STUDENT LOUNGE 5TH FLOOR



BCC-AV@peralta.edu

REQUEST FOR A/V SET-UP

Event name: _____

Presenter: _____

Contact email: _____

Contact number: () _____

Event date: _____

Time/length: _____

Amount available	Item	Quantity				
2	Hand-held wireless mic – Auditorium only		Circle only one: 2 hand-held 2 lavaliers 1 hand/1 lavalier			
2	Wireless lavalier – Auditorium only					
8	Vocal mic					
1	16-channel mixer		Circle as needed (see map):	(shown as stars)		
1	8-channel self-powered speakers w/ 2 speakers		Atrium: #1 #2 #3	Mic: a b c		
1 set	Self-powered speakers w/ built-in CD and mic inputs		Student: #1 #2 #3	Lectern: a b c		
1 set	Single self-powered speakers w/ mic input					
8	Tri-pod mic stands		Stage lecture			
4	Round-based mic stands		Hand-held wireless (choose one or two areas only): a b c d e f g h i j k Sm-58 (depending where, will need wires tacked down): a b c d e f g h i j k Lectern: a b c d e f			
8	Table-top mic stands					
1	Portable lectern					
1	Flat screen monitors***					
5	DVD/VCR deck***					
4	Data projectors***					
1	Digital presenter***					
***	Need assistance				<input type="checkbox"/> for set-up and break-down only <input type="checkbox"/> thru-out entire event	

Performances – should request at least two weeks ahead. At least one week prior to performance, a face-to-face meeting (about 1hr+) is necessary for optimal service. Depending on complexity of set-up, should be at site 3hrs+ before show time.

Lectures and Recitals – should request two weeks ahead. On day of, please meet on site 1hr+ prior to event.

If your set-up differs from designated areas already established please use the blank space on page.

*****For video-taping event, contact BCC-AV department (BCC-AV@peralta.edu)**