



COCC MADRAS CAMPUS EVENT REQUEST FORM

Request forms must be submitted at least 10 days prior to your requested event to Jeremy Green, Madras Campus Administrator, at jgreen2@cocc.edu, or call (541) 550-4100 if you have questions.

Name of event: _____

Host Organization: _____ Designated contact: _____

Host Organization Mailing Address: _____

Contact Phone: _____ Contact email: _____

Date of event: _____ Start & End Time of event: _____

Requested Location/Room: _____ Set-up/tear-down time needed: _____

Short description of event: _____

Estimated # of people attending (please include event staff/organizers): _____

EVENT SET-UP INFO:

Will you be using media equipment ALREADY IN THE SPACE? YES NO
(i.e. computer, projector, DVD player etc.)

Will you be using media equipment NOT ALREADY IN THE SPACE? YES NO
(i.e. microphone, boom boxes, etc.)

Will you need tables, chairs, and/or garbage receptacles? YES NO

Will there be physical activity at the event? YES NO
(i.e. dancing, gymnastics, tai chi, etc.)

Will electrical appliances be brought in/used? YES NO

*If so, what kind(s) and for what purpose? _____
(i.e. food warmers, lighting, etc.)

Will refreshments be provided? YES NO

*If so, will food be heated on site? _____

Will live music or a DJ be at your event? YES NO

*If music is provided, what genre of music will be played? (i.e. rap, classical, etc.) _____

Would you like to reserve the sandwich-board signs? YES NO

Please provide additional detail / information about your event: _____

Office Use Only

SPACE AVAILABLE
ENTERED INTO WEBVIEWER
REQUEST LOGIN FROM IT
SANDWICH BOARD SIGNS MADE

CONTRACT CREATED
CONTRACT RECEIVED
INVOICE CREATED
INVOICE RECEIVED

COCC MADRAS CAMPUS EVENT REQUEST FORM

Community Room (MDR 117)

1,117 sq. ft

Occupancy: 100 people

Chairs: 100 qty

Tables: 25 qty (5ft by 2ft)

Amenities:

- Overhead Projector
- Internet Access

