

## 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 Director,  
at [jgreen2@cocc.edu](mailto: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 (including set-up/clean-up): \_\_\_\_\_

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, microphone etc.)

\*If so, which equipment will you need to use? \_\_\_\_\_

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

Please provide additional detail / information about your event: \_\_\_\_\_

**Office  
Use Only**

SPACE AVAILABLE   
ENTERED INTO WEBVIEWER   
REQUEST LOGIN FROM FRONT DESK

CONTRACT CREATED   
CONTRACT RECEIVED   
INVOICE CREATED   
INVOICE RECEIVED

## COCC MADRAS CAMPUS EVENT REQUEST FORM

The following floor plan is provided for your convenience in planning your event. Should you choose to change the existing layout of the room (the room can be set in many different ways) for your event, please plan to re-set the room prior to leaving. The Madras Campus has staff that can assist with this, please let us know prior to your event so we can staff accordingly.

