



Event Request Form

Company/Group: _____

Address: _____

Contact Person: _____

Phone No: _____ Email: _____

What campus? Douglas / Waycross

Date of Event: _____ Time of Event: From: _____ To: _____

Arrival Time for set up by group _____

No. of Attendees: _____

Is there a charge to attend this event? ☐ Yes ☐ No

Event Summary:

The event planned must be keeping in alignment with the mission and vision of the college.

Meeting Area and Set Up

Space type ☐ Meeting Room ☐ Classroom ☐ Auditorium/Theatre

Will you need tables? Yes / No Is so, how many ☐ Rectangle # _____ ☐ Round Tables # _____

What type of equipment will you need? ☐ Basic AV/Wi-Fi ☐ Microphone(s) ☐ Podium

☐ Screen/Whiteboard ☐ Laptop

Additional requests or needs:

Aladdin is the food service provider for SGSC. Aladdin is available on the Douglas Campus only. All food and drink requests must go through Aladdin first. If Aladdin can't accommodate the request, then outside catering can be brought in with approval from facilities coordinator. Contact alexander.birrielconde@elior-na.com or 912-301-0640.

Do you plan to have food served? ☐ Yes ☐ No

Do you plan to have alcohol served? ☐ Yes ☐ No

For Internal Use only:

Approved / Denied

If approved, what location? _____

Entered into the booking system? Yes / No

Tickets entered for set up? Yes / No

Email sent to notify facilities of confirmed booking? Yes / No