

Sponsored Event Request Form

How to:

1. Request event in 25Live to reserve the space. Please note that request is a "Sponsored Event" in the notes, or "Categories" section of 25Live.
2. Fill out form with as many details as possible. Events and Conference Services staff can assist.
3. Send to your Dean for approval.
4. Dean will send back to you and Events and Conference Services **at least 3 weeks prior to requested date.**

Outside Entity Requesting Space:

Outside Entity Address:

Outside Entity Contact Name & Email:

Billing Contact Name and Email:

Sponsoring Department:

Event Title:

Event Date(s):

Space(s) Being Requested:

Setup Needed? Yes No

Event Reference #:

Estimated # of Attendees:

Rental fees waived: \$

Total Custodial Fees Charged: \$

Reason for Sponsorship:

Are College Employees or CCC Students specifically invited to this event? Yes No

Does this event require special setup such as tables and chairs? Yes No

Name and cell number of person representing the college during event:

**We encourage a college representative be present, but is not required. However, a college representative must be available to contact by phone for the entire event. This person will be the main point of contact for the sponsored group during the event.*

Printed Name of Dean:

Signature of Dean:

Date: