

# 2016 - 2017 Bruin Plaza Request Form (Copy)

## Bruin Plaza Request Form

This form is used to request to use Bruin Plaza.

Please keep in mind that your reservation is not confirmed until after you complete the events online (EOL) application AND the EOL is approved by your SOLE or FSR advisor.

Be sure you read the Bruin Plaza policies on the Bruin Plaza OrgSync portal as well as speak to your SOLE or FSR advisor regarding your event.

## 2016- 2017 Bruin Plaza Reservation Request Form

Complete this form to request Bruin Plaza. Only one date can be requested per form. Please contact your SOLE or FSR advisor for any questions.

Name of Organization (Must Use Full Name) [Required]

### Signatory Check [Required]

Are you a signatory of your organization? If you do not know, please check with your organization's president. Requests will not be accepted by non-signatories.

Valid input:

- Select only one choice.

Yes

No

### Signatory Contact Information - Only Signatories can request to use Bruin Plaza. [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

- name@myschool.edu

First name:

Middle initial:

Last name:

Email address:

Phone number:

Address:

City:

State:

ZIP:

### Who is your SOLE or FSR advisor [Required]

All Registered Campus Organization have a SOLE or FSR advisor. Please Select your advisor's name from the list.

Valid input:

- Select only one choice.

- must select a value.

Mike Cohn

Pam Cysner

Kevin Dougherty

Jake Gildea

Lindsey Goldstein

Kristopher Kaupalolo

Emily Oswald

Orlando Luna

Carissa Requejo

Melissa Veluz-Abraham

Event Title [Required]

### Event Description [Required]

Briefly describe your event/activity in the plaza.

### Date and Times of Event [Required]

List the date and time you are requesting in Bruin Plaza. When listing the time be sure to include time for set up and breakdown. \*\* Groups are encouraged to listed multiple dates and times in their order of preference in case their first date is already taken.

Will you be having food at your event? [Required]

If you will be selling or giving out food at your event, please be sure to read the section on food sale and/or giveaways on the Bruin Plaza OrgSync portal as well as read the information on your EOL. Food sales occur by the bear.

Valid input:

- Select only one choice.

Yes

No

Will you be having amplified sound at your event? [Required]

Amplified sound is available between 12 noon - 1pm and ONLY near the stage (Bruin Plaza East). There is no amplified sound available during 10th week and finals week.

Valid input:

- Select only one choice.

Yes

No

What area of Bruin Plaza would you like to reserve? [Required]

If you are requesting both locations please explain. Requesting both locations will be reviewed on a case by case basis. Therefore, please be as specific as possible when explaining your justification for requesting both. Approval is not guaranteed.

Bruin Plaza East (Near the Stage)

Bruin Plaza West (Near the Bruin Bear)

Justification required if requesting both Bruin Plaza East and West [Required]

Please choose the Bruin Plaza layout you wish to use. [Required]

The templates are not a final version of your possible layout, instead it is a tool meant to assist you in determining the best design for your event. The templates are "maximum" versions and can be scaled back to accommodate your program. These are NOT PRE-APPROVED layouts; therefore, please discuss possible layout options with your SOLE advisor and ASUCLA Events Manager.

Option A - <https://orgsync.com/39765/files/253689/download>

Option B - <https://orgsync.com/39765/files/253691/download>

Option C - <https://orgsync.com/39765/files/253693/download>

Option D - <https://orgsync.com/39765/files/253694/download>

Valid input:

- Select only one choice.

Option A Food Sale

Option B Stage Performance & Table Fair

Option C Table Fair

Option D Table Fair & Audio Only

Option E Other

Estimated Number of attendees [Required]

How many people do you expect to attend your event or come to your food sale?