

Student Union, Inc.
AV & Event Services
One Washington Square
San Jose, CA 95192-0155
408-924-6300 | student-union-events@sjsu.edu
sjsu.edu/studentunion

Event Services Ballroom Reservation Request Form

- Event Type:** Banquet/Dinner Orientation/Training
 Cultural Event Award Ceremony
 Career Fair

Describe your event:

Selling Tickets? No Yes (if yes, discuss at meeting)

Please describe:

Equipment & Services: The Student Union has a full-service Operations and AV department. All equipment from outside sources must be approved.

Audio Visual Services: Check all that apply: No AV Requirements

- Microphone (s) how many? _____ LED Screen Projector Basic Stage Lighting
 Camera & Recording Teleconference DJ (insurance required) Up Lighting
 Livestream Other: _____

I will: Use my own laptop device for presenting. Need a laptop device provided by Event Services office for presenting.

Operations Equipment and Services

- Easels: How many? _____ A-Frames: How many? _____

Please check this box that the Rules Agreement form has been read, initialed, and signed.

Signature: _____

In order to create a quality meeting experience for all users, please adhere to the following:

- Only persons allowed to use Ballroom Projector and/or Screen Controls are SUAV Technicians assigned to Ballroom by request.
- Ballroom attendance must be within posted Fire Code maximum capacities for whatever style room is set to accommodate.
- Furniture should be replaced to original position (at start of meeting) prior to departure after meeting.
- Ballroom furniture is not to be moved into adjacent hallway(s) and furniture in hallway(s) is not to be moved into Ballroom.
- Meetings where food or beverages will be consumed must have a Food and Beverage Approval Form on file in Event Services Office and approval should be indicated on Ballroom Door Card.
- **Helium filled balloons are not allowed in the Student Union by order of the state fire marshal.**
- Air Horns are not allowed in the Student Union.
-
-
-
-
-
-