

CHANGE OR CANCELLATION FORM

Event Management | 305 Student Center East | studentcenter.gsu.edu | scevents@gsu.edu | 404-413-1870 | Fax 404-413-1875

Please complete this form and return it to the Student Center Event Management office. If a change / cancellation is requested fewer than 3 business days in advance, there will be a \$10 special handling fee. Please note the specific late equipment request price details on the AV & Equipment Rental Rates form.

Contact Information

Name of Contact	Phone Number	Email Address
Advisor's Name (For Student Organizations Only)	Advisor's Phone Number	Advisor's Email Address
Sponsoring Organization/Department	Campus Mailing Address	
Current Event Date(s)	Reservation Number	

Event Changes

Affecting dates, times, location, equipment and room arrangement.

Change Event Date To: _____ **Change Access Time:** _____ **New Event Start Time:** _____ a.m./p.m. **New Event End Time:** _____ a.m./p.m.

Change Room To:

SC East:	SC West:
<input type="checkbox"/> 201	<input type="checkbox"/> 258
<input type="checkbox"/> 203	<input type="checkbox"/> 259
<input type="checkbox"/> 207	<input type="checkbox"/> 455
<input type="checkbox"/> 208	<input type="checkbox"/> 460
<input type="checkbox"/> 216	<input type="checkbox"/> 462
<input type="checkbox"/> 217	<input type="checkbox"/> 464
<input type="checkbox"/> 218	<input type="checkbox"/> 466
<input type="checkbox"/> Golden Key	<input type="checkbox"/> 468
<input type="checkbox"/> Speaker's Auditorium*	<input type="checkbox"/> 260/VIP
<input type="checkbox"/> Ballroom/Salon*	<input type="checkbox"/> 460/462
<small>*Requires meeting with coordinator</small>	<input type="checkbox"/> 466/468

Change Setup To:

Lecture
 Open U
 Closed U/Conference
 Classroom
 Banquet
 Empty Room
 As Is (Golden Key **ONLY**)
 Other (provide separate diagram)
 Instructions for Chairs (if applicable):

Change Equipment Requests: (See Back For Complete List)

REMOVE ALL AV EQUIPMENT

Use chart below to avoid **LATE FEES** for meeting rooms **ONLY!**

Changes / Cancellations should be in by 12 p.m. on the preceding :	If your event is ON :
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday
Monday	Thursday
Tuesday	Friday
Wednesday	Saturday
Wednesday	Sunday

Cancellation

Ballroom & Auditorium events require 30 days notice (Please refer to Cancellation Policy).

Please cancel event date(s): _____

Reason for cancellation: _____

I have read the Student Center Policy and Procedure Reference Guide and agree to comply with all provisions. I am responsible for all charges and equipment unless I have submitted this form at least 3 business days prior to my event. Changes or cancellations fewer than 3 business days prior to event incur a fee.

Client's Signature _____ Date _____ Advisor's Signature (Required for Student Organizations) _____ Date _____

For Office Use Only: Date Change / Time Change / Equipment Change / Cancellation

Notes _____ Staff _____ Date _____ Confirmation Number _____

Questions? Contact Event Management.

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Audio-Visual	Add / Remove	Quantity + / -	Set-up Equipment (Continued)	Add / Remove	Quantity + / -
Client's Laptop or PC			Table: 30" x 30"		
Client's Video/Data Projector			Table: 30" x 30" Overlay		
Conference Telephone			Table: 6' Rectangular		
Golden Key LCD TV (Built-in)			Table: 6' Rectangular Overlay		
Extension Cord			Table: 72" Large Round		
Power Strip			Table: High Boy		
Cart with Power Cord			Table: Small Stage		
Internet Connection (Wired)			Riser		
Production Multi-Box			Table Skirt: Black		
Production Speaker Main (pair)			Table Cloth: White		
Production Speaker Monitor			Dry Erase Board w/ Markers		
Production Music or Video System			Easel: Aluminium or Brass		
Portable Digital Stereo			Sign Holders		
Microphone: Tabletop, lapel, Wired or Wireless handheld			Plants		
Laptop Computer or PC w/ Speakers			Flags: USA, State of Georgia, GSU		
Technology Cart			Coat Rack, Large, Small		
TV-LCD			Tensa Barrier		
Grand Piano			Portable Partition Wall		
Upright Piano			Podium: Tabletop or Upright		
Electronic Keyboard with Monitor			Podium with Mic: Upright		
Monitor Speakers			Podium Drape		
Small Powered Speaker System			Screen		
Audio Max			Pipe and Drape		
Spotlight			Dance Floor: Small		
Floor Up-Lights			Dance Floor: Medium		
Stage Lighting System			Dance Floor: Large		
VIP Lighting System					
AV Technician					
Early Open/Late Close					
Set-up Equipment					
2 Tier Bar					
Chairs - Meeting Room					
Chairs - Stage					
Chairs - VIP Room					
Registration Desk					
Stage: Small Size, Low Height					
Stage: Small Size, Tall Height					
Stage: Medium Size, Low Height					
Stage: Medium Size, Tall Height					
Stage: Large Size, Low Height					
Stage: Large Size, Tall Height					