

Summer Programs PRIOR ARRIVAL FORM

(This form due 30 business days prior to your camp's campus arrival. It can be sent to the Office of University Events & Conferences).

Program Name:	Dates of Program
Program Coordinator:	Program Coordinator Phone #:

HOUSING COUNT

RESIDENCE HALL BEDS

of Residence Hall beds for female campers:

of Residence Hall beds for male campers:

MEDIA SERVICES

Sound Mic

TV/DVD

Room: _____ Date: _____ Time: _____

Projector Computer

Sound Mic

TV/DVD

Will your group be using a computer lab? Yes No

INTERNAL CAMPS, Please Note: Filling out the Media Services portion of this form does *not* guarantee that your requested equipment and/or service will be available. To ensure that the requested equipment and/or service is available and prepared for you, please fill out a Media Services Request by [clicking here](#), or contact the Office of University Events & Conferences with questions or concerns.

<p>FACILITIES SET -UP Request for tables and chairs.</p> <p>Room: _____ Date: _____ Time: _____</p> <p>Needs: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Room: _____ Date: _____ Time: _____</p> <p>Needs: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Room: _____ Date: _____ Time: _____</p> <p>Needs: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

Please Note filling out the Facilities Set-Up portion of this form does *not* guarantee that your requested equipment will be available. To ensure that the requested equipment is available and prepared for you, please fill out a setup form for the respective space [Dunham Theater, Belin](#)

Group Name: _____

