

<h1 style="margin: 0;">The Evergreen State College</h1> <h2 style="margin: 0;">CAMPUS PRODUCTION REPORT</h2>	Account #
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Name of Event	Date of Event
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Type of Event	Location	Times (Set-up/begin/end/Strike)
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Contact Person	Phone Number	Admission* Students \$ _____ Gen. Adm. \$ _____
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Sponsor	Co-Sponsor	Tickets Available at (please check all that apply) <input type="checkbox"/> At the Door <input type="checkbox"/> Bookstore <input type="checkbox"/> Rainy Day <input type="checkbox"/> Other _____
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* If charging admission or taking donations, you will need to request a till from the Cashier at least 48 hours in advance. You must deposit gate receipt monies immediately after event in the 1st floor Library drop box.

Please get the following signatures

1. Account Manager	Date
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2. Space Scheduling, Facilities Assigned: (See attached confirmation) Lab 2, Facilities office, ext. 6314

Signature	Date
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3. Facilities, LAB II 1254, ext. 6120
 Grounds Shops Energy Mgmt.

Signature	Date
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4. Environmental Health and Safety Office Lab 2 1265, ext. 6111

Signature	Date
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5. Custodial Services (also to request chairs, tables, staging, or to move the Longhouse walls/bleachers-submit a Work Request to www.evergreen.edu/facilities). Library Basement, ext. 6317

Signature	Date
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6. Custodial/Facilities Estimate of Charges		8a. Audio/Media Services Estimate of Charges	
Equipment	Standard Rate	Equipment	Standard
Rate		Rate	
Chairs		Sound Reinforcement	
Staging		Media Recording	
Other		Slide Projector	
		Other	
Labor Charges		Labor Charges	
Number of technicians needed		Number of technicians needed	
Number of hours per technician		Number of hours per technician	
Total Charges		Total Charges	

7. Audio/Media Services (technical requirements for Longhouse and all other areas must be submitted.) Library 1501, ext. 6268

Signature	Date
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8. Police Services, Fire regulations must be observed & all public events. Seminar I 2150, ext. 6140
 Expected Attendance # _____

Signature	Date
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9. Library Lobby (using Lib 2000/3000 lobbies needs Library Circulation L2301, ext. 6250 and Academic Computing Center-L2605, ext. 6904 signatures)

Library Circulation Signature	Date
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Academic Computing Center Signature	Date
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EVENT SCHEDULING

The Scheduling Office is providing the following information to assist your successful event planning.

1. You must process a Campus Production Report (CPR).

The form is available at the Scheduling office. No space will be reserved until you secure the account managers signature (line 2) and bring the form to the Scheduling office.

Decide if you will be charging, selling tickets or accepting donations for your event.

If you are doing any of the above, you must have your CPR signed to indicate that you have set-up an account for the event or have made arrangements for an existing account to receive the funds you raise and to cut necessary checks to pay speakers, entertainer, vendors, etc..

If you indicate that you are not charging, selling tickets or accepting donations and then do any of these, your account will be charged for space rental at the rates posted in the campus Conference Services office.

2. Decide if you will serve food or refreshments.

The college has an exclusive contract with Aramark, the campus food service provider. We are required by contract to use their services for all catering for events, meetings and activities on campus. If you are selling food or including food with the event, you must provide written verification that you are using Aramark as your caterer or a written letter from John Lauer, Director of Housing and Food Service indicating approval for you to use any other caterer/vendor.

3. Decide what other special needs you have for your event and secure the proper signatures from those areas. We will indicate which signatures are mandatory.

4. Return your completed and signed CPR to the Scheduling Office **at least five working days prior to your event.**

At least five working days prior to your event you must have secured all your signatures, attached verification about your use of the campus caterer or a letter of approval for using another caterer. You must sign the bottom of the form and return it with the attachments to the scheduling office. **FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN THE CANCELLATION OF YOUR SPACE RESERVATION WITHOUT FURTHER NOTICE.**