

# *Unions Room & Catering*

## REQUEST FORM

### CLIENT INFORMATION

Department/Organization: \_\_\_\_\_

Booking Contact Name: \_\_\_\_\_

Booking Contact Office Phone Number: \_\_\_\_\_

Booking Contact Mobile Number: \_\_\_\_\_

Booking Contact Email: \_\_\_\_\_

#### For Student Clubs Only

Advisor Name (Needed for student Clubs) \_\_\_\_\_

Advisor Phone # \_\_\_\_\_ Advisor Email \_\_\_\_\_

Account #: \_\_\_\_\_ Sub Account # \_\_\_\_\_

Object Code: \_\_\_\_\_ Sub-Object Code: \_\_\_\_\_ Project Code: \_\_\_\_\_

**Other Form of Payment:** *(Please discuss with your event planner to learn about any applicable deposit and/or pre-payment requirements)*

\_\_\_\_\_

Fill out form and email to [SUEventplanning@email.arizona.edu](mailto:SUEventplanning@email.arizona.edu)  
or drop off at Event Planning at the Student Unions (Rm. #348)

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### EVENT INFORMATION

Event Name: \_\_\_\_\_

# of Attendees: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Recurring Event?  YES  NO

**PREFERRED AND ALTERNATE EVENT DATE(S), PLEASE LIST THEM ALL:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On-Site Contact & Mobile Phone Number: \_\_\_\_\_

Event Location/Building Name: \_\_\_\_\_

Event/Building Address: (Include Rm #) \_\_\_\_\_

\_\_\_\_\_

Food and Beverage Service Time: \_\_\_\_\_

Food and Beverage End Time: \_\_\_\_\_

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### **Requested Food and Beverage Items:** *(Select Best Option)*

*I would like to order* \_\_\_\_\_

\_\_\_\_\_

*I do not know yet*

*This order includes multiple service days, please contact me or see attached*

**Allergy and/or Dietary Restrictions:** *(List If Applicable)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Service ware Selection:**

*Plastic*    *Upgraded Plastic (\$2 per person)*

*China (add \$3 per person)*    *Compostable (add \$2 per person)*

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## REQUEST FORM

### ROOM PREFERENCE & SETUP STYLE

**1ST FLOOR:** Games Room, Sonora Room

**2ND FLOOR:** Kiva, Gallagher

**3RD FLOOR:** Grand Ballroom (Whole), S. Ballroom, N. Ballroom, Tucson, Catalina, Rincon, Santa Rita, San Pedro, Santa Cruz, Sabino, Mesquite, Pima, Picacho, Madera, Cholla, Ocotillo, Union Gallery, Kachina Lounge

**4TH FLOOR:** Agave, Copper, Presidio, Tubac, Ventana

#### Room Preference:

Any 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Blockshape/Boardroom  Auditorium (Rows of Chairs)

Reception (Cocktail Tables)  Classroom (Chairs w/ Tables)

Banquet Rounds  U-Shape  Hollow Square

### AUDIOVISUAL & ADDITIONAL SETUP INSTRUCTIONS

Projector @ Screen (\$90-295)  Screen Only (Client Bringing Own Projector) - No Charge

Laptop (\$175)  Podium - No Charge  Microphone

**ADDITIONAL NOTES/SPECIAL SETUP INSTRUCTIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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