

Henderson State University

Garrison Activity & Conference Center
 HSU Box 7553
 Arkadelphia, Arkansas 71923
 Phone: 870-230-5228
 Fax: 870-230-5046
 Email: garrison@hsu.edu

SITE Planning Form

PLEASE COMPLETE ENTIRE FORM!
PLEASE USE BLUE OR BLACK INK!

NAME OF EVENT: _____
DATE(s) OF EVENT: _____ **WEEKLY:** S M T W T F S **# ATTEND:** _____
CONTACT PERSON: _____ **EMAIL:** _____
PHONE: WORK: (____) _____ **HOME/CELL:** (____) _____ **FAX:** (____) _____
ADDRESS: _____
START TIME: _____ **a.m. or p.m.** **END TIME:** _____ **a.m. or p.m.**
RAIN BACK-UP SITE: _____ **ADMISSION CHARGE:** _____

Garrison Activity Center

Other Planning Sites

	Select Room	Note Hours For Pre/Post Access Times		Select Room	Note Hours For Pre/Post Access Times		Select Room	Note Hours For Pre/Post Access Times
Banquet Rm (L206) Seats 156 round or max 250 buffet				Racquetball Courts 1 2			Ark Hall Auditorium. Seats 900	
Cabe (L204) 15 tab/45 Chairs				Wilson (L202) 15 tab/45 chairs			Ark. Hall Studio Theatre	
D202 1 tab /21 chairs				Lecture Hall (D121A) 300 Fixed Seats			Caplinger Airways Building (CAS)	
Dawson Room (D210) 1 tab/10 chairs				Ross (D201) 27 tab/81 chairs			CAS Lecture Hall Fixed Seats 92	
Grand Ball Room (D102-2) Max 480 round				Quad 4 3 1 2			Education Center	
Galloway (L203) 1 tab/31 Chairs				Garrison Street			Science Center Planetarium Seats 32	
Jones' Room (G101) 1 tab/8 chairs							Evans Hall	
							Evanson Band Hall	
							Harwood Recital Hall Seats 216	
							McBrien Hall	
							Mooney Hall	
							Wells Gym Seats 1500	
							Wells Aux. Gym	
							East Hall	
							Newberry Hall	
							Smith Hall	
							Sturgis Hall	
							West Hall	
							University Place	
							Ridge Pointe	
							Other Location	

NOTE: The rooms listed show normal setup. Indicate if tables & chairs are to be removed. Include a drawing of any "special setup." Use room names instead of room # when assigning rooms.

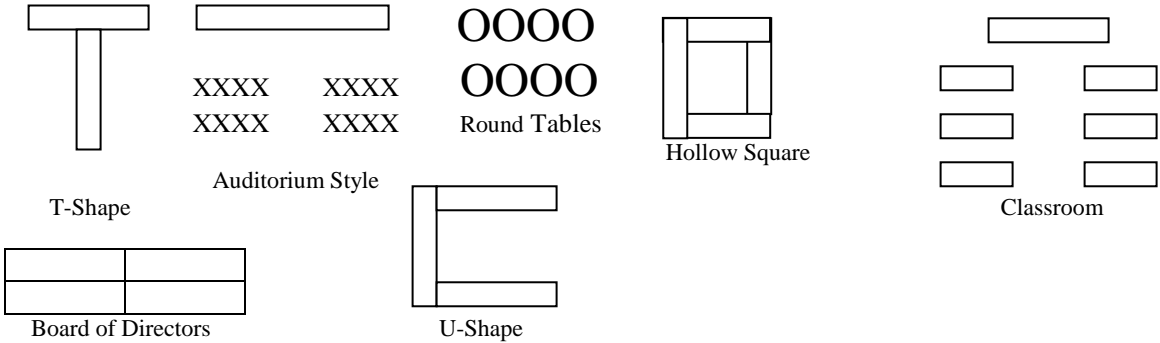
Banquet Room & Grand Ball Room are empty unless a specific setup is requested.

For Office Use Only			
	Catering/ Cafeteria 7592		Ellis College 7622
	Housekeeping		Library 7541
	Maint 7542		Public Affairs 7823
	Police 7572		Teachers College 7820
	Media Services 7543		Residence Life 7533
	HPER 7552		Academic Affairs 7530
	RFA 7733		Advising/Career Center 7722

In House Set-up: (Write in quantity of all that apply. If more than one set-up, write room(s) name

- | | | |
|----------------------|------------------------|---------------------------|
| Qty | Qty | Qty |
| ___ Round tables | ___ Trash Can(s) | ___ Risers (4' x 6' x 6") |
| ___ Rectangle Tables | ___ Recycle Trash Bins | ___ Stage (4' x 6' x 2') |
| ___ Chairs | ___ Flags | ___ Other |
| ___ Podium | ___ Rolling Boards (5) | |

Room Layout: (Please Circle one. If more than one room set-up, write room(s) in front of style.)



Audio/ Visual: (Write in # needed. If more than one room setup, write room(s) name

- | | |
|----------------------------|---------|
| Qty | Room(s) |
| ___ Microphone/Stand | _____ |
| ___ Lecternette (Electric) | _____ |
| ___ Tabletop Lectern | _____ |
| ___ CD Player | _____ |
| ___ Camcorder | _____ |
| ___ LCD Projector | _____ |
| ___ Teleconference | _____ |
| ___ PA System | _____ |
| ___ Easel | _____ |
| ___ Extension Cord | _____ |
| ___ Other | _____ |

The Garrison Center **Grand Ballroom** is equipped with two LCD projectors, two projection screens, podium for presentations, a VCR/DVD player. A sound system for lectures and audio presentations is available.

The Garrison Center **Banquet Room** is equipped with two LCD projectors, two projection screens, media cart with computer access for presentations, a VCR/DVD player. A sound system for lectures and audio presentations is available.

The Garrison Center **Ross Room** is equipped with a LCD projector, media cart with computer access for presentations, and a VCR/DVD player. A sound system for lectures and audio presentations is available.

The Garrison Center **Wilson Room, Galloway Room, Cabe Room, and D202** are equipped with Multi-Media Carts. These carts include LCD Projector, computer access for presentations, and a VCR/DVD player.

For more information regarding usage of equipment please call HSU Multi-Media Center at 870-230-5087.

Food Service: (Please check all that apply, Indicate multiple dates)

- ___ No Food Requested
- ___ Breakfast ___ Lunch ___ Dinner
- Serving Time _____ Serving Time _____ Serving Time _____
- ___ Reception ___ Plated ___ Buffet
- Serving Time _____

B							
L							
D							

***You must make contact with Sodexo Food Services @ 870-230-5243 in advance of the event(s) to select menu, receive prices and make final setup arrangements

Marketing and Communications Information:

Brief description of event for inclusion on the campus calendar:

Please complete this form completely and accurately. Uncompleted forms will be sent back with no action taken. Mail form to Garrison Center, HSU Box 7553 Arkadelphia Arkansas 71999-0001 or fax to 870-230-5046 at least **14 working days prior** to the event or bring to the Information Office located in the Garrison Center.