

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			Reddie Cafe			Ark Hall Auditorium. Seats 900		
Cafe (L204) 15 tab/45 Chairs			Jones (G101) 1 tab/10 Chairs			Ark. Hall Studio Theatre		
D202 1 tab /21 chairs			Ross (D201) 27 tab/81 chairs			Caplinger Airways Building (CAS)		
Dawson Room (D210) 1 tab/10 chairs			Wilson (L202) 15 tab/45 chairs			Dunn Rec Center		
Grand Ball Room (D102-2) Max 480 round			Quad 4 3 1 2			CAS Lecture Hall Fixed Seats 92		
Galloway (L203) 1 tab/31 Chairs			Garrison Street			Education Center		
Lecture Hall (D121A) 300 Fixed Seats						Science Center Planetarium Seats 32		
						Evanson Band Hall		
						Harwood Recital Hall Seats 216		
						McBrien Hall		
						Mooney Hall		
						Wells Gym Seats 1500		
						Wells Aux. Gym		
						East Hall		
						Sturgis Hall		
						West Hall		
						University Place		
						Ridge Pointe		
						Other Location		

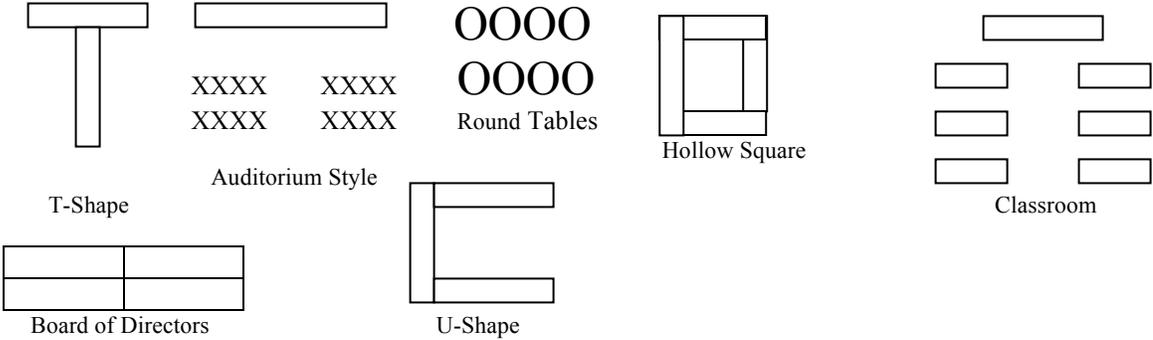
NOTE: The rooms listed show normal setup. Indicate if tables & chairs are to be removed. Include a drawing of any "special setup." Use room names instead of room # when assigning rooms.

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

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 @ 870-230-5752 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 at least 14 working days prior to the event or bring to the Information Office located in the Garrison Center.