

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!

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 134 round or max 250 buffet			Reddie Cafe' (L101A) Seats 136			Ark Hall Auditorium. Seats 900		
Cabe (L204) 15 tab/45 Chairs ***See Note Below***			Reddie Café (L101A) Upper Level			Ark. Hall Studio Theatre		
D202 1 tab /21 chairs			Sun Room (L101B) Seats 48			Caplinger Airways Building (CAS)		
Day Gym (D102-2) Max buffet 400			Ross (D201) 27 tab/81 chairs			CAS Lecture Hall Fixed Seats 92		
Galloway (L203) 1 tab/31 Chairs			Garrison Street.			Education Center		
Jones' Room (G101) 1 tab/8 chairs			Quad 4 3 1 2			Science Center Planetarium Seats 32		
Lecture Hall (D121A) 300 Fixed Seats						Evans Hall		
Wilson (L202) 15 tab/45 Chairs						Evanson Band Hall		
Racquetball Courts 1 2 3						Harwood Recital Hall Seats 216		
						McBrien Hall		
						Mooney Hall		
						Wells Gym Seats 1500		
						Wells Aux. Gym Seats 100		
						East Hall		
						Newberry Hall		
						Smith Hall		
						Sturgis Hall		
						West Hall		
						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.

*** To reserve the Cabe Room for functions between 8AM-5PM, Monday through Friday, you must contact the HSU President's Office at 870-230-5091***

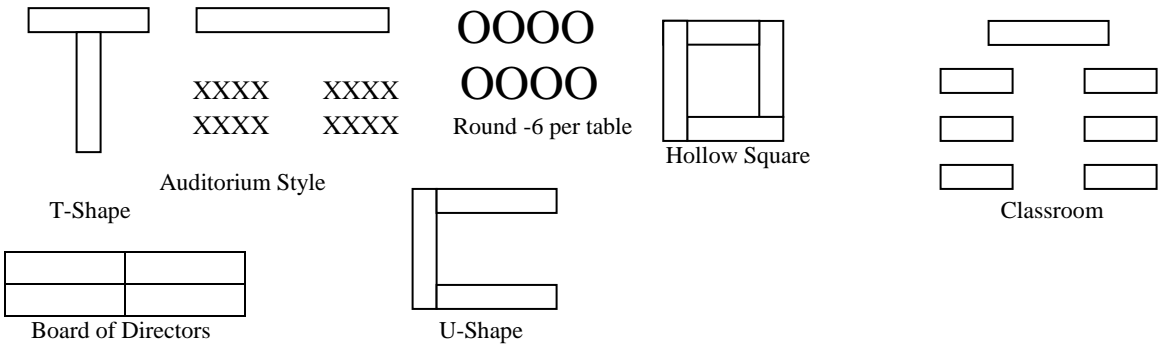
Banquet Room & Day Gym are empty unless a specific setup is requested.

For Office Use Only	
Catering/Caddo 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) | ___ Dry Erase Board (2) |
| ___ 2 nd Floor Only | ___ Piano | ___ Stage (4' x 6' x 2') |
| ___ Rectangle Tables | ___ Rolling Bulletin Board (5) | ___ Risers (4' x 6' x 6") |
| ___ Chairs | ___ Flags | |
| ___ Podium | ___ Other | |

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

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, a VCR/DVD player. A sound system for lectures and audio presentations is available.

The Garrison Center **Day Gym** is equipped with a LCD Projector and projection screen and house sound.

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 ARAMARK Food Services @ 870-230-5243 in advance of the event(s) to select menu, receive prices and make final setup arrangements

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.