

ASCC Equipment Request

Office of Student Life and Leadership Development (SLLD) • 1000 W. Foothill Blvd., Glendora, CA 91741-1885 • (626) 852-6444

Club/Organization: OWL CLUB Event: FUNDRAISERContact: STEVE OWL Phone: (626) 555-1212 Email: SOWL@GMAIL.COMEvent Location: CAMPUS CENTER MALL Estimated Attendance: 20Day(s), Date(s) of Event: MON 1/23/2015 *Time: From 8AM To 11AM**Host Required after Regular Business Hours, Weekends, Holidays – Contact Office of Student Life and Leadership Development (SLLD)*Set Up Date, Time: 1/23/2015 7:30AM Date, Time Clean Up Complete: 1/23/2015 11:30 AM

Quantity

1 Canopy
 _____ Cash Box
Additional Form Required- One per Box

_____ Chairs
 _____ Extension Cord(s)

2 Power Outlet(s)

_____ Rolling Cooler

_____ Tables

☐ Podium

☒ Stage

Additional Equipment

AV and Sound System

☐ LCD Projector and Screen

☒ DVD/VCR

☐ In-House Sound System
 _____ Microphone(s)

☐ *Portable Sound System
 Outdoor Use Only

Includes 2 speakers, 2 stands, cables and microphone.

Check-Out	Office Use Return	Comment
Name	Host	
Rec'd. by _____	Rec'd. by _____	_____
Rec'd. by _____	Rec'd. by _____	_____
Rec'd. by _____	Rec'd. by _____	_____
Rec'd. by _____	Rec'd. by _____	_____
Rec'd. by _____	Rec'd. by _____	_____
Rec'd. by _____	Rec'd. by _____	_____
Rec'd. by _____	Rec'd. by _____	_____
Rec'd. by _____	Rec'd. by _____	_____
Rec'd. by _____	Rec'd. by _____	_____
Comments: _____		

*Requires trained and approved operator: _____ has been trained and will assume responsibility.

Full Name

SLLD Clearance: _____ Date: _____

FINAL APPROVAL

ICC: _____ Date: _____

ASCC (if required): _____ Date: _____

SLLD Supervisor: _____ Date: _____