# ARC / U. Center Event & Meeting Request Form

**UC DAVIS**
**STUDENT AFFAIRS**
*Operations and Events Management*

Space Availability: https://ces-apps.ucdavis.edu/Public/plan/space/
*Please check that the space is available before submitting your request form. *

### Client Contact Information:

| | |
|---|---|
| Event Coordinator Name: | |
| Email & Phone Number: | |

### Event Logistics Information:

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|---|---|
| Event Title: | |
| Estimated Attendance: | |
| Event Date(s): | |
| Client Arrival Time: | |
| Catering Arrival Time: | |
| Guest Arrival Time/Time of Doors: | |
| Event Start Time: | |
| Event Ending Time: | |
| Client Departing Time: | |
| Name of Catering Service: | |
| Account #: (For billing purposes) | |

| ARC/U. Center Room Capacities | | | | |
|---|---|---|---|---|
| Room | Lecture | Classroom | Banquet | Meeting |
| Full Ballroom | 400 | 160 | 240 | 104 |
| Ballroom A | 250 | 96 | 160 | 80 |
| Ballroom B | 150 | 56 | 80 | 56 |
| Meeting Room 1 | 50 | 25 | N/A | 34 |
| Meeting Room 2 | 25 | 12 | N/A | 16 |
| Meeting Room 3 | 25 | 12 | N/A | 16 |
| Special Events Rm | 50 | N/A | N/A | 20 |

### Event Setup Information:

| | |
|---|---|
| Event Space: (ARC) | ☐ ARC Full Ballroom    ☐ ARC Ballroom A    ☐ ARC Ballroom B<br>☐ Meeting Room #1    ☐ Meeting Room #2    ☐ Meeting Room #3 |
| U. Center: | ☐ Special Events ☐ Main Floor  ☐ UL East  ☐ UL West   ☐ UL North  ☐ UL South  ☐ ALL |
| Desired Event Setup: | ☐ Lecture    ☐ Classroom    ☐ Banquet    ☐ Meeting    ☐ Group/Pod    ☐ Other |
| Audio/Visual Needs: | ☐ Projector & Screen      ☐ Handheld Microphone      ☐ Lapel Microphone<br>☐ Podium Microphone      ☐ Slide Advancer      ☐ Sound for Presentation<br>☐ Conference Phone      ☐ No AV<br>→ *VGA, HDMI, & AUX connections/cables are provided by Facility. Client will need to provide laptop and display adapters.* |
| Rental Item Requests: | If you are interested in learning about the different décor and equipment rentals please indicate that in your notes below.  We will follow up with the available options. |

Please fill out form electronically and email back to arcreservations@ucdavis.edu

*Other Event Specific Details/Comments/Questions:*

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