

UCU-Center Sport Club Tournament Questionnaire

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:	
Event Email & Phone Number:	

Please fill out the day of contact information below only if you are planning not to be in attendance or have someone other than yourself coordinating the day of the event.

Will you be collaborating with another group?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Group (if applicable)	

Event Logistics Information:

Event Title:	
Estimated Attendance:	
Event Date(s):	
Client Arrival Time(s): (List times for each day.)	
Time of Doors/Check-in Begins: (List times for each day.)	
Event Start Time: (List times for each day.)	
Event Ending Time: (List times for each day.)	
Client Departing Time: (List times for each day.)	
Account #: (For billing purposes)	
Other Event Components that might require further discussion or assistance:	<input type="checkbox"/> Ticket Sales <input type="checkbox"/> Insurance requirements <input type="checkbox"/> Youth participation <input type="checkbox"/> EMT/Medical Support <input type="checkbox"/> Merchandise Sales <input type="checkbox"/> Security Needs <input type="checkbox"/> Concessions

Event Setup Information: (Please use box below for additional information for these requests)

Event Space Reserved:	<input type="checkbox"/> Full Facility <input type="checkbox"/> Main Floor only <input type="checkbox"/> UL East	<input type="checkbox"/> UL West <input type="checkbox"/> UL North <input type="checkbox"/> UL South
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Audio/Visual Needs:	<input type="checkbox"/> Video Board <input type="checkbox"/> Handheld Microphone <input type="checkbox"/> No AV
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Equipment/Special Needs:	<input type="checkbox"/> Ethernet <input type="checkbox"/> WIFI Access <input type="checkbox"/> HVAC Modifications	<input type="checkbox"/> Additional Power <input type="checkbox"/> Tape for courts, etc.
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Other Event Specific Details/Comments/Questions:
