

# Homecoming 2006- "Watch us Soar"

## Event Request Form

It would be great to have your office/department host an event during Homecoming 2006 (Sept. 25- Sept 30)!

Please fill in the following information, keep a copy for your records, and return to:

**Heidi Breen, Alumni Relations, CB 146, fax 330-1515, email: <breen@augsborg.edu.>**

**Deadline for event requests is May 5<sup>h</sup>, 2006.**

*Requests submitted after the deadline run the risk of the event not being listed in the Homecoming brochure!*

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**Name of event** (as it will appear in Homecoming publications) \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**CB** \_\_\_\_\_ **Email** \_\_\_\_\_

**Budget Number** \_\_\_\_\_ (The cost of the food will be charged to this number. If you choose to charge alumni who attend, you are responsible for the collection and deposit of that money.)

**Alumni Office will provide: publicity, labels for alumni mailings, Homecoming theme nametags, balloons, room reservation and set-up, and signage. You will be responsible for ordering your food from catering and picking up your packets in ECS before your event.**

**Date of Event:**

- Mon., Sept. 25       Tues. Sept. 26       Wed. Sept. 27  
 Thurs., Sept., 28       Fri., Sept. 29       Sat. Sept. 30

**Time of Event** \_\_\_\_\_ **Expected Attendance** \_\_\_\_\_

**Are you having a program? If so, please give an approximate time of program.** \_\_\_\_\_

**Please provide a brief (25 words or less) description of your event. This description will be used in the Homecoming brochure.**

**Room Layout:** (Please sketch, include placement of any audio-visual equipment. Please use the back of this page)

**Audio/Visual Needs:** \_\_\_\_\_

- Yes, I would like maroon & silver balloons. I understand my group is responsible for blowing up balloons.  
\_\_\_\_\_# of balloons.
- Yes, I would like Homecoming nametags.  
\_\_\_\_\_# of nametags.

**Questions? Call Heidi at x1173.**

