

Paul Robeson Library Display Guidelines and Contract

Name:

Phone:

Email:

Rutgers: student / faculty / staff

Dept / Organization:

Non-Rutgers organization (specify):

Requested date and time of event: _____

Nature and purpose of the event (speaker, speaker + display, topic, materials involved):

<p>Will you require use of the following library equipment?</p> <p>Laptop microphone projector projector screen easels / display board podium</p> <p>Preferred furniture set up:</p> <p>Will the event include food / catering (must be arranged separately with Campus Center)? Note: The library does not provide catering tables</p> <p>Yes No</p>	<p>Will you require the following library services (charges may apply)?</p> <p>Photocopies lamination of signs scanner display design public relations contacts / flyer design other supplies (specify):</p> <p>The library does not provide video recording service.</p> <p>How many people are expected?</p> <p>Less than 10 10-15 15-20 20-25</p>
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Schedule for: _____

<p>Event + 12 weeks</p> <p>Planning completed for complex display set up by library or if library is providing design services (signs, displays, publicity), materials, public relations</p>	
<p>Event + 8 weeks</p> <p>All arrangements finalized for events that involve simple display set up by library or if library is providing display design or materials</p>	
<p>Event + 4 weeks</p> <p>All arrangements finalized for events that involve display set up by outside group; nothing can be added after this date. Names of speakers must be approved.</p>	
<p>Event + 2 weeks</p> <p>All arrangements finalized for catering, equipment, furniture set up (no changes allowed going forward)</p>	
<p>Date of event</p>	
<p>Post event feedback (optional) within one week after event</p>	
<p>End date of display</p>	

I approve this schedule and list of requirements:

 (Robeson representative)

 (Event representative)