



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Performing Arts Center Auditorium Campus Event Reservation

To coordinate arrangements contact the President's Office at 334.291.4981.

Campus Event Information

Date Needed _____

Arrival Time (Please make sure you are there at this time.) _____

Start Time _____

Departure Time _____

Approximate Number of Guests (150 person minimum) _____

Description of Activity _____

What equipment will you need? Sound _____ AV _____ Lights _____

CVCC is a tobacco-free campus.

Campus Contact Information

Campus Contact Name	Plant Management Staff Assigned
Department	Cell / Phone
Phone	Plant Management Staff Assigned
Cell	Cell / Phone
Email	

E-mail completed agreements to marquita.greene@cv.edu or Fax to 334.291.4944

CC: Monday Message R. Gordy D. Hodge B. Kelley J. Wells

 Maintenance Security J. Noles

Columbus Tape & Video Services Required? _____

President's Office:	Date:
---------------------	-------