



SULLIVAN CONFERENCE CENTER RESERVATION REQUEST

Please complete, sign and email this form to SullivanConferenceCenter@cc.hawaii.edu at least 30 days prior to your event.

CONTACT INFORMATION:

Organization: _____

Address: _____

City _____ State: ____ Zip Code: _____

Responsible Party/UH Cancer Center Sponsor: _____

Event Coordinator: _____

Phone: _____ Email: _____

On-site/Day-of Event Support Person: _____

Phone: _____ Email: _____

EVENT INFORMATION:

Event Name: _____

Description: _____

Date Requested: _____ Alternate Date: _____

Start Time: _____ End Time: _____ Est. Attendance: _____

Set Up Time: _____ Break Down Time: _____

Attendance Charge? Yes No Food to be served? Yes No

Note: No food to be served or eaten inside the Sullivan Conference Center

Click on the button that best describes your group:

- UH Cancer Center Program / Department
- UH Program / Department
- UH Affiliated Organization (ex: BOR, UHF, RCUH student orgs.)
- UH Cancer Center Affiliated Organization (ex: ACS, DOH)
- Other _____

Event will be open to:

- Invited/registered guests only
- Only organization members
- University community
- General public

ROOM SET-UP:

- Classroom – Approx 76 chairs behind tables (click to see diagram)
- Theater – Approx 176 chairs only (click to see diagram)

For other set up configurations, contact the SCC Coordinator

TABLES:

- Registration: Qty: 1 2
- Literature: Qty: 1 2
- Eating (in breezeway)
 - 4 6 8
- Food tables around kiosk
 - 1 2 3

AUDIO/VISUAL REQUESTS:

The Cancer Center does not provide on-site IT monitoring during your event.

QTY:

Podium Computer	
Podium Microphone	
Lapel Microphone	
Audience Microphone	
Microphone Stand	
Assisted Listening Device	

Webconference: Yes No

If external to UH Cancer Center, you must use your own license. You must also provide a moderator for your webconference.

Guest WiFi needed? Yes No

Attended AV training? Yes No

OTHER REQUESTS:

IF YOUR EVENT IS CANCELED,
KINDLY NOTIFY US AT LEAST
TWO WEEKS PRIOR.

Signature of Responsible Party listed above

Today's Date

For Internal Use Only

Additional Forms:

Facility Use Agreement

Certificate of Insurance

Invoice Sent

Payment Received

Charges:

Type	Item	Quantity
Room	Sullivan Conference Center	
General	A-frame Sign	
	Chair	
	Chair - Bar Stool	
	Dry Erase Board	
	Stage (4' x 4' x 16" Segment)	
	Stage Skirt	
	Stage Stair with Rail	
	Table – 6' Folding	
	Table – 5' or 6' Rolling	
	Tablecloth – Black	
A/V	Guest WiFi	
	Microphone – Gooseneck	
	Microphone – Handheld	
	Microphone – Lavalier	
	Microphone Stand – Floor	
	Microphone Stand – Table	
Staffing	A/V Support	
	Janitorial	
	Special Events Staff	
	Special Events Coordination	