



To Be Completed by Office Staff Only:

Received: ___/___/___ By: _____

Staff Approved: ___/___/___

Posted to Calendar: ___/___/___

EVENT REQUEST FORM

Event Name: _____

Starting Date: _____ Starting Time: _____

Ending Date: _____ Ending Time: _____

For larger events, form must be submitted **3 weeks** in advance.

Estimated Number of Attendees: _____

****Please provide an event agenda, schedule or timeline if one is available.****

Description/Purpose: _____

Is this a SPLHS Alumni Class Event? Yes No

Event Leadership:

Contact Person: _____ Phone Number : _____

Email Address: _____

Event Location:

Number of Biltz Guest Rooms Requested *(Rooms not guaranteed. Must finalize numbers with reservations coordinator.)*

Single (1 queen bed) Rooms Requested: _____

Double (2 queen beds) Rooms Requested: _____

Specific Conference/Gathering Rooms Needed (see attached list): _____

Specific Room Setup: _____

****Rooms should be left in the arrangement they were found unless otherwise communicated****

Food/Drinks:

Yes No If yes, please describe the food and drinks needed. Include date and time of service, number of people expected and location desired.

Audio/Visual Equipment:

Yes No

Equipment Available: LCD Projector, Projection Screen, Sound System, TV/DVD, Podium, Microphones, Special WiFi, Conference Room Camera

Please describe the date and time required and location. See listing of rooms and availability of audio/visual equipment in each room.

Please email completed form or questions to: events@splhs.org. A member of the team will confirm receipt of form and logistic requests. Thank you!

Conference/Gathering Rooms Available

Room Name	Maximum Occupancy	Cost per Day
Biltz Conference Room A	50 (w/rectangle tables); 75 (chairs only)	\$75
Biltz Conference Room B	36 (w/round tables)	\$65
Biltz Conference Room C	24 (w/long tables in classroom setting)	\$65
Biltz Conference Room D	12 with large conference table	\$40
Kaepfel Chapel	300 auditorium seats	\$125
Main Dining Hall	250	\$150
North Dining Hall	50	\$75
Annex	250	\$125

Meal Options

Meal Type	Starting Cost per Person
Snacks and Refreshments	\$3.00
Breakfast	\$6.00
Lunch	\$9.00
Dinner	\$15.00
Banquet	Contact for prices

Campus Event Technology

	Guest Wifi (1)	projectors (2)	HDMI connection	SVGA connection	projector sound system (3)	Wired microphone	wireless microphone (4)	Max # Mics	Video meeting -requires projector and audio
Baepler RM 102	setup	fixed position	yes	yes	ext	upon request	upon request	16	upon request
Baepler RM 108	setup	fixed position	no	yes	yes	upon request	upon request	16	upon request
Baepler RM 111	setup	fixed position	no	yes	yes	upon request	upon request	16	upon request
Baepler RM 201	setup	fixed position	no	yes	ext	upon request	upon request	16	upon request
Baepler RM 202	setup	fixed position	yes	yes	ext	upon request	upon request	16	upon request
Baepler RM 203	setup	fixed position	no	yes	ext	upon request	upon request	16	upon request
Baepler RM 206	setup	fixed position	no	yes	ext	upon request	upon request	16	upon request
Dining Hall	setup	upon request	yes	yes	yes	setup	setup	3*	upon request
Fine Arts	setup	fixed position	yes	yes	ext	upon request	upon request	16	upon request
Annex	setup	fixed position	no	yes	ext	upon request	upon request	16	upon request
Gym	setup	upon request	yes	yes	yes	yes	yes	6*	upon request
Biltz Conf A	yes	fixed position	yes	yes	yes	upon request	upon request	16	upon request
Biltz Conf B	yes	fixed position	no	yes	yes	upon request	upon request	16	upon request
Biltz Conf C	yes	fixed position	no	yes	ext	upon request	upon request	16	upon request
Biltz Conf D	yes	upon request	yes	yes	yes	upon request	upon request	16	upon request
Kaepfel	setup	upon request	yes	yes	yes	yes	yes	7*	upon request
Brust	no	upon request	yes	yes	ext	upon request	upon request	16	upon request
Heilman	setup	upon request	yes	yes	ext	upon request	upon request	16	upon request
Moeller	no	upon request	yes	yes	ext	upon request	upon request	16	upon request
Outdoor	no	no	no	no	no	upon request	upon request	16	upon request

1 Guest Wifi can have network name specific to the event.

2 Stationary projectors are available in most classrooms and in Biltz conference rooms. Other rooms will have a projector via rolling cart and portable screen.

3 Ext =External 3 piece speaker set

4 Portable system wireless microphones available are: 4- hand held and 2-lapel

* additional mics up to 16 available upon request

Upon request microphone will be via Bose portable system. Portable system can accommodate a combination of 16 mics (wired or wireless) and two 1/4" jack inputs.

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