



Community and Residence Life Program Proposal

PLEASE WRITE LEGIBLY AND COMPLETE ALL INFORMATION

Name: _____ **Phone #:** _____

Sponsoring Organization: _____

Advisor Signature: _____ **Advisor :** _____

Date Submitted: _____ (This form must be submitted **two weeks** in advance)

Title of Program: _____

Day & Date of Program: _____

Start Time: _____ **End Time:** _____

Location of Program: _____

Funds Needed: _____ **Date Needed:** _____

Please note that you must fill out a *Request for Funds* and submit to Jennifer Reed in the Community and Residence Life Office at least 7 days prior to your program in order to receive funds.

Purpose/ Description of the Program: (Please include anticipated attendance and admission fee if any)

Resources Needed: (Your advisor will need to contact the appropriate office/s regarding all set up, audio and visual needs, location reservations, and resource needs. The Office of C&RL will not be making requests for groups.)

Advertising Method/s: (Flyers/Posters must be approved and stamped by the Office of C&RL) _____

F O R C O M M U N I T Y A N D R E S I D E N C E L I F E O F F I C E U S E O N L Y

Comments: _____

Approval: _____ Approved _____ Denied _____ Missing Information

Signature: _____ **Date:** _____

Director of Community and Residence Life

Resource Information

**(Organization advisors need to contact the appropriate office/s when planning an event.
Community and Residence Life will NOT be making requests for groups)**

To Reserve a Room:

Special Events

Mary Jane Higgins

Assistant Director, HigginsM@pmc.edu, x7639

Amy Deveau

Associate Director, DeveauAmy@pmc.edu, x7640

Community and Residence Life

(Residence Halls, Village Commons, CC Atrium, Meditation Room, SL Conference Room)

Jennifer Reed

Director of C&RL, CommunityLife@pmc.edu, x7136

Athletic Fields and the Gymnasium

Erin Brennen

Director of Athletics, Brennene@pmc.edu, x7058

Set-up Requests:

Special Events

Mary Jane Higgins

Assistant Director, HigginsM@pmc.edu, x7639

Amy Deveau

Associate Director, DeveauAmy@pmc.edu, x7640

Audio/ Visual

Rich McGirr

Manager Media Services, Mcgirri@omc.edu, x7096

Food and Beverage:

Aramark

Sandy Iannotti

Catering Manager, pinemanordining@aramark.com, x7698

Safety and Shuttle Service Needs:

Dana Smith

Director of Campus Safety, Smithdana@pmc.edu, x7031