

# EVENT PLANNING CHECKLIST

## Morehouse Ballroom

Name of Event: \_\_\_\_\_ Day: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person (please, print full name): \_\_\_\_\_ PH: \_\_\_\_\_

Email: \_\_\_\_\_

**Note: Use the information below as a guide to make sure you have everything you need for your event:**

- **Check the Availability of the Dates:** events in Morehouse – other than regularly scheduled meetings – must be approved before the reservation is confirmed
- **Set-up Needed (chairs and/or tables)**  
**WE HAVE CHAIRS/TABLES THAT WILL BE SET OUT FOR USE, BUT THEY SHOULD BE PLACED BACK AGAINST THE WALL WHEN YOU'RE DONE USING THEM. IF YOU FAIL TO CLEAN UP AFTER YOUR EVENT YOU MAY LOSE THE OPTION TO USE OUR THE SPACE.**
- **Open to the Public:**  
Yes (or) No \_\_\_\_\_
- **Projector/ Sound Equipment/ Cash Box**  
*Reservations with SLC via the wonderful Gloria Lawless*
- **Do you need to Contact Security (Parking Issues) and/or Facilities?**

## IMPORTANT

**\*\*\*Note:** As the contact person, you are responsible for any damages and/or cleaning charges. As the contact, you are responsible for people participating in the event; you're considered the host of the guests and are responsible for guests' behavior. All Residence Hall Procedures/protocol must be abided by, i.e., quiet hours.

**Special Notice:** There are no balloons allowed in the ballroom this year unless they are latex free!!!



If your **Event lasts past 9pm** you must provide a guest list with names and ID #

**The guest log sheet MUST BE TURNED IN AFTER YOUR EVENT directly to the Morehouse FRONT DESK. If you fail to do so your privileges may be revoked.**

**RESERVATION CONFIRMED (by Morehouse Full Time Front Desk Receptionist Ms.Pam)**

Date \_\_\_\_\_

\_\_\_\_\_  
*Contact Person's Signature*

**Morehouse Hall Staff Contact for Reservations:**

Full Time Front Desk Receptionist Ms. Pam x3367 or [pamyla.stewart@drake.edu](mailto:pamyla.stewart@drake.edu) (7am-2:30p, Monday – Friday)  
(Forms may be dropped off at the Morehouse front desk with Ms. Pam during business hours or placed in her mailbox.)

**Quiet Hours are as follows:**

**Sunday through Thursday, 11pm to 7am**

**Friday and Saturday, 1am to 9am**

*\*\*\*Courtesy Hours are defined as any other time other than quiet hours. Residents should be considerate of their neighbors above and below their room as well as on their floor. Consistent noise and complaints during Courtesy Hours can result in disciplinary action. While quiet hours are in effect, residents are not to disturb others in their use of musical sound equipment and televisions or by speaking loudly. No noise should be heard in the hallways during quiet hours. Residents may lose the right to use musical sound equipment and television if this policy is violated.*

**Capacity:** 125

**Cost:** None

**Hours:** 8am – 11 pm

**BLOCKED DAYS (no reservations):**

Talk to Ms.Pam

**Accommodations:**

- No alcohol
- Wheelchair accessible from the ground floor
- Prefer 7 day advanced notice
- Some limited chairs and tables provided
- Please no excessively loud music past 10pm
- Courtesy hours in effect 24 hours a day

