



St. John's College

聖約翰學院

ST. JOHN'S COLLEGE

University of British Columbia

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St. John's College Resident Event Booking Sheet

(use this form for all **one-time** resident room bookings: social, talks, etc.)

EVENT: _____

DATE OF EVENT: _____ TODAY'S DATE: _____

TIME OF EVENT: From _____ am/pm To: _____ am/pm EXPECTED ATTENDANCE: _____

ROOM REQUESTED: p Dining Hall p Social Lounge
p Seminar Room (2166) p Board Room (2169)
p Lecture Hall (1080)

ARE YOU REQUESTING CATERING: p YES p NO *see catering notes on back of page

BRIEF EVENT DESCRIPTION: _____

CONTACT PERSON: _____ ROOM #: _____

CONTACT PHONE: _____ EMAIL: _____

EQUIPMENT REQUESTED:

p Screen p Microphone (Social Lounge & Dining Hall)
p Podium p LCD Projector
p Flip charts p White board

Other: _____

Room Setup Notes or other notes:

(refer to Rate Sheet for setup and capacity if needed)

All bookings are subject to availability and the approval of the St. John's College Principal or designate and are subject to UBC policies.

*Budget approved: _____ *please be sure to attach an event summary & budget if you are requesting funds (see over)

Approval: _____ Date: _____

Planning an Event at SJC and requesting funds from the SJC Office?

Three weeks prior to a proposed event (when possible and especially if catering is being requested), submit a summary of the event to the Event Manager for approval, sjc.events@ubc.ca. Your event may need to be approved by the Principal, so the earlier the better!

Please include the following details:

- St. John's College Resident Event Booking Sheet
- Purpose and benefit of the event
- Proposed budget

***Catering Notes**

It is a significant expense to make catering arrangements (food + labour) and not all requests can be accommodated. You may be asked to come to office to discuss in more detail the needs of your event when catering is requested. Where possible, and when it is appropriate to the event, please consider purchasing snacks and setting them out at the event yourself. This would be an expense that would require *prior* approval and would be included in your event budget.

**If you need any assistance, please don't hesitate to contact the
Event Manager at sjc.events@ubc.ca.**

- Social events are meant to build community among residents. Please try to organize events that are *inclusive* of all College residents.
- Outside alcohol is not permitted in our meeting rooms as they are licensed (Fairmont Social Lounge, Lecture Hall, Dining Hall, and Seminar Room).

After the Event:

- Ensure that room is cleaned up and tables, chairs and equipment are put away.
- Submit any approved out of pocket expenses to the Office for reimbursement.

Sample Event Summary

We would like to hold a Halloween party. Residents will be invited to use their creativity in planning their costumes and the most inventive/original costume will receive a small door prize. We will also hold a pumpkin carving contest. Snoopy Smith from the Wharton School of Witches will be invited to give a brief history of the tradition of celebrations at Halloween. An open microphone will then be available for any resident wishing to relate stories of similar celebrations in their culture/home country. We would like to serve some fruit and cheese plates. The event will hopefully be a fun and informative evening for all residents.

Sample Event Budget

Event: In Search of the Great Pumpkin at St. John's College Organizer: Charlie Brown (resident) Date: October 31, 2017	
Expense Item	Amount
30 large pumpkins	15.00
Decorations and party favours	65.00
Food	155.00
Door prize for best costume	30.00
Total	\$265.00