

Name of organization, department or group: Literary Arts Festival, Entertainment Technology and English Department	Date of event 0 3 / 2 4 / 2 0 1 6
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Description of event:
Literary Arts Festival

Office address/Room No. 186 Jay Street, Brooklyn NY, 11201 V205	Event coordinator Robert Ostrom and Sue Brandt	Telephone/Ext x 4975 and x5595
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Total utilization time (Please specify as HH:MM AM or PM)

Setup starts: 1 0 a m	Doors open: 4 : 3 0 p m	Program begins: 5 : 3 0 p m	Program ends: 8 p m	Cleanup ends: 9 p m
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Total occupancy: 200 Will you be serving refreshments? YES

Event is open to: Specified class(es) NYCCT students: NYCCT faculty & staff: CUNY: Outside community:

Event publicity: TV/radio: News release: Flyer: CUNY event calendar: Info system: Invitation only:

Will admission be charged? NO Amount: _____ Maximum number of tickets to be sold: 176 Will tickets be sold at the door? NO

Facilities to be used: (To make multiple selections or to unselect, hold the Ctrl key + Left Mouse button)

Classroom: (Specify)

<p style="text-align: center; margin: 0;"><u>VOORHEES HALL</u></p> <p>Auditorium Lobby 2nd Floor Cafeteria Lounge by Stairs by TLC</p>	<p style="text-align: center; margin: 0;"><u>KLITGORD</u></p> <p>Auditorium Lobby Ticket Booth Dressing Rm #1 Dressing Rm #2 Main Gym KB15</p>	<p style="text-align: center; margin: 0;"><u>ATRIUM</u></p> <p>Amphitheater A632 Lounge Ground Floor by Sculpture by ALC 1st Floor art alcove by quad entrance by elevators</p>	<p style="text-align: center; margin: 0;"><u>NAMM</u></p> <p>Cafeteria N119/Gallery 1st Floor by stairs by info center by N112</p>	<p style="text-align: center; margin: 0;"><u>OTHER (Specify):</u></p>
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Additional Information:

This event was scheduled with the Entertainment Technology Department. We will be providing management and technical support of the LAF event in Voorhees. The equipment installed will support a series of classes and events in Voorhees for the Spring semester of 2016. The course ENT 3320 will be installing, running and maintaining throughout the semester.
Event has food at intermission and a post event book signing.

NOTE: Requests for audiovisual equipment must be submitted directly to ITMS - x5140.
Requests for tables, chairs, room setup, etc. must go directly to Buildings and Grounds via electronic work order at https://cisapps.citytech.cuny.edu/afm_citytech/

Robert Ostrom	rostrom@citytech.cuny.edu	Feb 16, 2016
Submitter	Email Address	Date

Instructional Operations/Facilities Coordinator: _____

Director of Public Safety: _____

Senior Director of Facilities & Operations: _____

Reference: _____
(office use only)

NOTE: FINAL COMMITMENT FOR PROPOSED ACTIVITY SHOULD NOT BE MADE BY SPONSORING GROUP UNTIL RECEIPT OF APPROVED COPY OF THIS FORM. THE COLLEGE RESERVES THE RIGHTS TO CANCEL ANY EVENT WITHIN 24 HOURS FOR ANY REASON WITHOUT PROVIDING COMPENSATION. FINAL APPROVAL IS BASED ON CONDITION THAT INSURANCE REQUIREMENTS OF THE COLLEGE ARE MET.

****REQUEST MUST BE APPROVED AT LEAST 21 DAYS PRIOR TO THE PROPOSED SCHEDULED TIME OF EVENT****
A SEPARATE PN-60 MUST BE COMPLETED FOR EACH DATE. ONLY ONE DATE CAN BE LISTED