



Auxiliary Enterprises, Student Services and Community Engagement  
Request Form for Hawk-Art Therapy Programming

Submit this form via email [pjackson@ulm.edu](mailto:pjackson@ulm.edu) or fax 318.342.3505, Sandel Hall Room 387

Date:

Requesting Department, Program or Organization:

Contact Name:

Cell Phone:

Office Location:

Requested Date:  (based on availability) Time:

Estimated Group Number:  Location of Event:

Requesting Agent will need to reserve the place for the event and coordinate all set-ups for event. Contact [Event Services](#) at 318-342-1900 or the appropriate authority to reserve the availability of space on campus. For reservation add one hour prior and afterwards for set-up/clean up.

Request for Painting Session: Select one and provide the name of the chosen entity.

Student Group:  Residents/Res Life/Hall:

College/Program:  Organization:

Employees/Departmental Group:  POP:  PREP:

Select One:  Pre-designed Painting Pre-designed Painting Name/Number:

Original Painting Created for Event (cost may apply for an original art)

2 - hour Painting Session  3 - hour Painting Session  Series (2 sessions or more)

Fall Theme  Spring Theme  Summer Theme  Holiday Theme  Other:

This event will have a speaker during the art session:  YES  NO

Requesting Agent will need to reserve the place for the event and coordinate all set-ups for event. Contact [Event Services](#) at 342-1900 or the appropriate authority to reserve the availability of space on campus. Please confirm reservation. For reservation add one hour prior and afterwards for set-up/clean up.

Preferred Venue: (Requestor makes their own arrangements with department responsible for reservations)

SUB     Student Center     Event Center     Academic Bldg     Residence Hall  
 Bayou Park     Bayou Village Apartments Open Area     Other

**See Checklist for planning an event:**

**Checklist for planning an art session:**

- 1) Request venue from authorized employee for proposed date for event.**
- 2) Complete and submit Hawk-Art Therapy Request Form no later than 14 working days prior to requested date. Request for original art will be 45 days in advance. You will receive a confirmation once the date has been approved.**
- 3) Confirm and complete room reservation for place of event with department.**
- 4) Determine or make a selection for the design for the painting session.**
- 5) Reserve tables, chairs, speaker system, screens, microphone, sign-in sheets for event.**
- 6) Post the event on social media for advertisement and or via email to select group of participants.**
- 7) Confirm number on a weekly basis with a final count the day prior to event to P Jackson 318.342.1968.**
- 8) Event Assistance: An assistant or event worker will need to be provided for every 20 participants and available one hour prior to event for set-up. Prep work will be need to be completed prior to event by the assistant and afterwards for clean-up. Provide their name and contact information.**
- 9) Arrange for a group photo following the session.**