

## EVENT REQUEST FORM

**Please complete and send to the Academic Dean's Office, Colgate Hall, Room 117**

Name of contact (person submitting request) \_\_\_\_\_  
 (Include department, major and/or committee)

Phone extension \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Event title and short description:

How will this event enhance the intellectual and cultural experience on campus?

Will the presenter be available to attend classes, host a workshop, or other similar function?     Yes     No

Will there be an additional charge for this?     Yes     No

If yes, how much? \_\_\_\_\_

Date for event: \_\_\_\_\_ Firm or suggested? \_\_\_\_\_ Is there flexibility on date? \_\_\_\_\_

(Please contact Kathy Mitchell to see what dates are available and pencil in possible dates to hold your room until confirmed/declined by the Committee)

Event time: \_\_\_\_\_ Setup/breakdown time: \_\_\_\_\_

Audio/visual needs for event \_\_\_\_\_

Suggested location for event (per Kathy Mitchell) \_\_\_\_\_

**Budget**

Item	Explanation, if any	Estimated Cost
Performance Fee/Honorarium		
Housing		
Meals On Campus		
Meals Off Campus		
Advertising		
Programs		
Tickets		
Catering		
Decorations		
Audio-Visual rental (if necessary)		
Royalties (if necessary)		
Rental of Chairs/Tables (if necessary)		
Transportation		
Other		
<b>Total</b>		

Are funds potentially available from other sources (departments, honors program, student clubs, etc.)? \_\_\_\_\_  
 Where? \_\_\_\_\_ How Much? \_\_\_\_\_

**Please use the back of this form to make note of anything else you would like the committee to know.  
 Please submit any background or promotional materials that you may have on this program.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Action: