

# Event Request Form

**Approved:**

Y / N

Budget

**Initial****Date:**

Y / N

Date &amp; Space

Y / N

Dept. Approval

**Requesting Unit and Representative:****Office Phone:** \_\_\_\_\_ **Alt. Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_**Name of Event:** \_\_\_\_\_**Event Date:** \_\_\_\_\_ **Alternative date(s) if date is not available for an event:** \_\_\_\_\_**Type of event:** ☐ Reception ☐ Meeting ☐ Speaker Series ☐ Conference**Other:** \_\_\_\_\_**Executive Dean:** ☐ Yes ☐ No **University President:** ☐ Yes ☐ No**Special Guest(s):** ☐ Yes ☐ No **Guest Name, Title & Co.:** \_\_\_\_\_**Expected Number of Guests:** \_\_\_\_\_ **Event Time:** **Start** \_\_\_\_\_ **End** \_\_\_\_\_**Location preference:** (1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

**Define Your Event Purpose:**\_\_\_\_\_  
\_\_\_\_\_**Identify Event Goals & Objectives:**\_\_\_\_\_  
\_\_\_\_\_**Event program overview:**\_\_\_\_\_  
\_\_\_\_\_**Theme/Color/Décor:**\_\_\_\_\_  
\_\_\_\_\_**Overall Budget:** \$ \_\_\_\_\_ **Funding Source:** \_\_\_\_\_**Room Set-up:** ☐ U-shape ☐ Boardroom ☐ Square ☐ Theater ☐ Classroom ☐ Lunch / Dinner ☐ Cocktail Reception**Other:** \_\_\_\_\_**Facilities Rentals:** **Tables:** ☐ Rectangular ☐ Round ☐ Boat shape ☐ Hi-top ☐ Low-top**Registration Table:** ☐ Yes ☐ No**Chairs:** ☐ Yes ☐ No **Type of Chair:** \_\_\_\_\_**Plants:** ☐ Yes ☐ No**Podium:** ☐ Yes ☐ No**CBA Events Rentals:** NOTE: All rentals provided by CBA Events must be signed out with Events Dept.**Easels:** ☐ Yes ☐ No **If yes, number of easels:** \_\_\_\_\_**Flip Charts:** ☐ Yes ☐ No **If yes, number of flip charts:** \_\_\_\_\_

**Posters:** ☐ Yes ☐ No

(All poster printing must be requested with **1 WEEK'S** notice)

For approved templates: U:\scrap\Event Poster and Signage Templates

**Poster Frames:** ☐ Yes ☐ No

**Round Linens:** ☐ Yes ☐ No ☐ Navy Blue ☐ White

**Cocktail Tables:** ☐ Yes ☐ No

If yes, number of tables; High-top: \_\_\_\_\_ Low-top: \_\_\_\_\_

**Cocktail Linens:** ☐ Yes ☐ No

If yes, number of linens: \_\_\_\_\_

**Balloons:** ☐ Yes ☐ No

If yes, number of balloons: \_\_\_\_\_

**Type of menu:** ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Hors d'oeuvres

**Food set-up:** ☐ Buffet ☐ Sit-down ☐ Passed

**Bar Service:** ☐ Yes ☐ No **Bartender:** ☐ Yes ☐ No **If yes, who will provide the liquor:** \_\_\_\_\_

(NOTE: Must adhere to University Policies found at [http://www.fiu.edu/orgs/ehs/safety\\_policies/pdf/Alcohol%20Policy.pdf](http://www.fiu.edu/orgs/ehs/safety_policies/pdf/Alcohol%20Policy.pdf))

**Parking Reservations:** ☐ Yes ☐ No

If yes, number of spaces needed: \_\_\_\_\_

**Location:** ☐ Lot 9 (ZEB) ☐ Panther Garage

**AV Equipment:** ☐ Yes ☐ No

<b><u>Technology Checklist (check if needed)</u></b>
<input type="radio"/> Gooseneck microphone
<input type="radio"/> Wireless Lapel Microphone
<input type="radio"/> Wireless handheld microphone
<input type="radio"/> Overhead projector(s) and Screen(s)
<input type="radio"/> 52" LCD TV/ DVD/VHS (Includes surround system)
<input type="radio"/> Laptop
<input type="radio"/> PA System
<input type="radio"/> CISCO Conference Phone
<input type="radio"/> Video Capturing and Streaming

**Entertainment:** ☐ Yes ☐ No

**Type:** ☐ Background music ☐ DJ or MC ☐ Live Band ☐ Other: \_\_\_\_\_

(NOTE: Requesting unit is responsible for scheduling entertainment for event)

**Material Distribution:** ☐ Yes ☐ No

(NOTE: Requesting unit will be responsible for the set up of materials)

**Promo Items or Giveaways:** ☐ Yes ☐ No If yes, ideas: \_\_\_\_\_

**Clean Up:** MANDATORY – At least one custodial staff required at Event at all times.

**Special Notes or any additional comments:**

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