Event Questionnaire

Please answer all questions on this form to the best of your ability. If something does not apply to your event, please write N/A or No.
When completed: scan and email, intercampus mail, or fax to Elizabeth Hanson-Delgado
Email: Hansone@uwp.edu Fax: 262-595-2469 Office: PSC L209

Contact Name:	*Email:*
Phone (ext):	*Department:*
Funding:	*Event Title:* *Date:*
Event Start Time: ☐AM ☐PM	*Event End Time:* ☐AM ☐PM
Will you need set up or tear down time? ☐Y ☐N	*If" Yes" please indicate how long before and after your event time:* _____ ☐Hrs ☐Mins **BEFORE** & ____ ☐Hrs ☐Mins **AFTER**

Location(s) Requested:

☐Atrium	☐The Den	☐Brickstone Grill & Eatery	☐Cinema	☐ Other
☐Ballroom (*Full*)	☐Hickory	☐Walnut	☐Main Place	
☐Ballroom (*A*)	☐Maple	☐Birch	(Upper- Lower – Mid)	_____
☐Ballroom (*B*)	☐Poplar	☐Lounge (Heritage, University, Both)	☐Spruce	☐Other _____

Projected Participant Count: _____   Breakout Count *(if applicable)* _____

> Briefly describe your event *(i.e. "Large conference w/ breakouts, Department/Program meetings, Banquet, Awards etc.")* *(If this event is a repeat from past years, please indicate the dates or Reservation # for the last event)*:
>
> ****Attach any Itineraries or Agendas**

DO YOU PLAN TO ATTACH ANY ITEMS TO THE WALLS? ☐ YES ☐ NO

> ******TAPING ITEMS TO ANY OF THE WALLS IN THE STUDENT CENTER IS PROHIBITED. PLEASE SPEAK TO DENNIS CASEY, OR ELIZABETH HANSON-DELGADO FOR APPROVED WALL MOUNTING TABS. ******

Will you require any of the following?

☐Registration table(*s*) (#___)	☐Microphone	☐Stage	☐Coat Rack/Check
☐Extra chairs (#_____)	☐Sign Standards	☐Flags	☐ Wall Mounts
☐Laptop(*s*)	☐Food/Meals	☐Tech Support	☐Easels
☐Projector	☐Flip Charts($20)	☐Lectern	☐

Will you be serving meal(*s*)? Y N	Time: _____	Items: _____ Space(s): _____	

Will you be providing a snack? Y N	Time:_____	Items: _____ Space(s): _____	

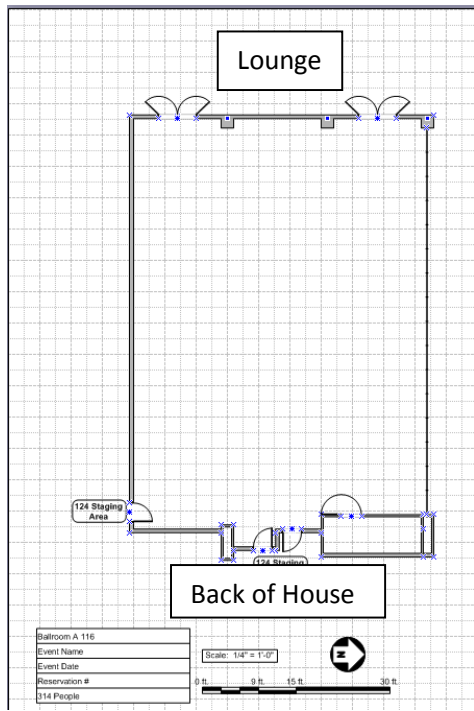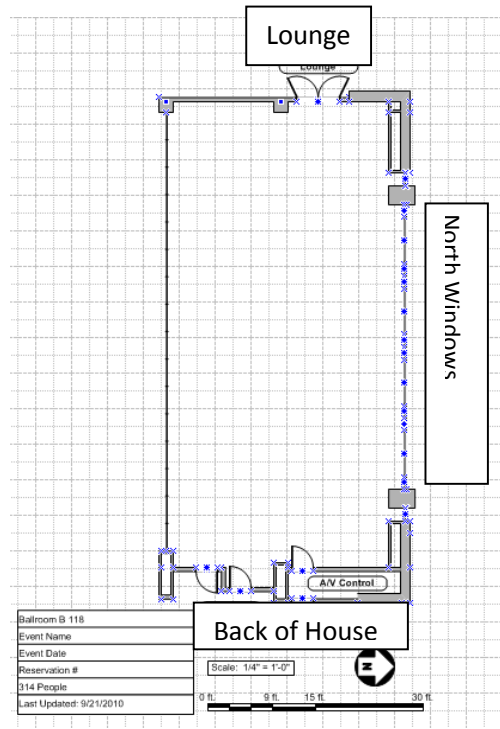|			
Will you need a beverage station? *(Coffee, water, etc.)* Y N	Time:_____	Items: _____ Space(s): _____	

If using the Ballroom please draw where you'd like tables/stages placed **(this is not meant to be exact)**

Ballroom A

Lounge

124 Staging Area

124 Staging

Back of House

Ballroom A 116
Event Name
Event Date
Reservation #
314 People

Scale: 1/4" = 1'-0"

0 ft.   9 ft.   15 ft.   30 ft.

Ballroom B

Lounge

Lounge

North Windows

A/V Control

Back of House

Ballroom B 118
Event Name
Event Date
Reservation #
314 People
Last Updated: 9/21/2010

Scale: 1/4" = 1'-0"

0 ft.   9 ft.   15 ft.   30 ft.

Full Ballroom

Lounge

North Windows

124 Staging Area

125 A/V Control

Back of House

Ballroom A & B 116/118 Reception
Event Name
Event Date
Reservation #
432 People
Last Updated: 9/21/2010

0 ft.   9 ft.   15 ft.   30 ft.

Scale: 1/4" = 1'-0"