EVENT PROPOSAL/REQUEST FORM

Please return a completed form at least four weeks prior to the event.

Student Organizations should return to Student Affairs (room 4210) and all others to Amy Robinson. The reservation is only tentative until this form is completed and the event is confirmed at the staff event planning meeting.

Date form is	s being	submitted
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Name of Sponsoring Organization

Co-Sponsoring Organization

Title of Event/Activity

	Individual(s) Responsible for Coordinat		Ini
	Name/Organizational Title	Email	Phone
Event Lead			
Event Leau			
Publicity Lead			
Purpose of Event (please circle)	Admissions Alumni Career S	Services CPE CPE-PI	LF
	DRT GLI IGCC	ISIC Private Event P	ublic
	Social Speaker Series Stude	ent Event UCSD US-Mex	Σ.
Type of Event (please circle)	Meeting Lecture Conference	Panel Reception Meal:	
Date(s) of Event			
Alternative Date(s)			
Available IR/PS Locations	3201 (96) 3202 (60) Gardner	(45) Robinson Auditorium (2	277)
	DCR (25-30) 1201, 1302, 1401 (25)		,
Preferred Location		j ille courtjuit court	
Alternative Location			
Facility Start/End Times			_
Event Start/End Times			
Estimated Attendance & Profile			
Estimated Budget / Index #			_
Does your event include/require:	Yes/No	Details	
Outside speaker or performer		Honorarium?	
Reserved parking/directional signs			
Alcohol - submit form 2 weeks prior		Permit Needed?	
Campus catering			
Off-campus food purchase			
Facilities Management Order			
Travel Coordination Required			
Audio Visual Needs (please circle)	Microphone Laptop Photography	Projector Audio	
Audio Visual Needs (please circle)	Microphone Laptop Photography TV Podcast Audio Recording	-	st
Audio Visual Needs (please circle)		-	st
Audio Visual Needs (please circle) Room Set-Up (please circle)	TV Podcast Audio Recording	g Video Recording Webca	st kdrop

Publ	icity	Needs	(please	circle)
I uni	nency	1 iccus	picase	unuity

Flyer	Email Distribution	Posters	Invitations	
Other:				

Seating Style: _____ Tables for Catering: _____ Extra Chairs: _____

Other:

For Staff Approval Use Only

Item	Required? Date Completed	Notes/Comments
	Yes/No	
Requested facilities available		
Funding available		
Confirmed at staff events meeting		
Parking reserved		
Catering order placed		
Alcohol permit		
Contract for outside performer		
Travel Set Up		
Audiovisual arrangements		
Publicity		
Facilities Management		
Dean Briefing Document		
Other:		
Other:		
Other:		

Notes: