

MEETING & EVENT PLANNING WORKSHEET

University Conference Services | PH (208) 426-1677 | FX (208) 426-5222 | <http://conferenceservices.boisestate.edu>

Event Name _____

Event Date(s) 1st Choice _____ 2nd Choice _____

Event Start Time _____ Event End Time _____

Sponsor _____

Contact Person(s) _____ / _____

Phone Number _____ Fax _____ Email _____

Alternate Number _____

Billing Address _____

Department ID# On-campus groups only _____

Estimated Attendance _____

Requested Space/Room _____

Please provide a brief description of your event _____

GROUP TYPE

- Student Organization (recognized)
- Boise State Department
- Education/Non-Profit
- Federal or State Government
- Outside Group

SET-UP TYPE

- Banquet (rounds of 8)
- Conference (rectangle)
- Conference (square)
- Conference (U shaped)
- Empty Room
- Classroom Style
- Reception
- Theater/Audience Style
- Other _____

EVENT TYPE

- Banquet
- Class/Workshop/Seminar
- Concert
- Conference
- Dance
- Drama
- Exhibit
- Film
- Lecture
- Meeting
- Multi-Media/Downlink/Internet
- Press Conference
- Reception
- Rehearsal
- Religious Activity
- Special Event
- Theatre
- Marketing Booth
- Other _____

SET-UP SKETCH

— optional —

BREAKOUT SESSIONS / ADDITIONAL SPACES NEEDED

- How many Breakout Sessions _____
 - None
 - Details _____
-
-

AUDIO VISUAL

- None
- Microphones
- Laptop Computer
- Data Projector
- Screen
- VCR
- DVD Player
- Video Taping
- Overhead
- Internet
- Conference Call
- Band
- Performance
- Lighting Changes
- Other _____

Some events require an AV Technician.

- Outdoor event (2 techs min)
- Special Events Center (2 techs min)

EQUIPMENT

- Dance Floor
- Flip Chart
- Easel
- Telephone
- Pipe & Drape
- Stage
- Lectern
- Head Table
- Decorations to hang
- Special Lighting
- Other _____

Detail _____

CATERING

*Contact Aramark Catering at 208-426-3890
or catering@boisestate.edu to arrange
all of your catering needs.*

- Breakfast
- Continental
- Lunch
- Box Lunch
- Reception
- Refreshments
- Delivery
- Dinner
- Table Rock Café (on campus Dining Hall)
- Water Service
- Other _____

Detail _____

PARKING

- ____ spaces
- Lot Reservation
- Validation Stickers
- None

SECURITY

Does your event require security?

- Yes
- No

CONFERENCE ACCOMODATIONS

Does your event require conference housing?

- Yes
- No

FOR OFFICIAL USE

Event Coordinator

Received Date: ____ / ____ / ____

Date Entered: ____ / ____ / ____

ADDITIONAL NOTES / INFORMATION