**Event Request Form**

Curtesy of Susan Terkelsen

**General Information:**

Requested By:

Name of Event:

Event Start Time:

Today’s Date:

Date(s) of Event:

Event End Time:

Will you require early entrance to room(s) for set-up:

What time would you like access to the room(s):

Until what time will you need the room(s):

Who will be responsible for event clean up:

**Goals/Purpose:**

Type of event:

Meeting:

Lecture:

Conference:

Networking event:

Reception:

Professional development:

Recruiting Event:

Other:

**Desired Location of Event:**

Off campus catering:

* First Choice:
* Second Choice:
* Third Choice:

On campus catering;

* First Choice:
* Second Choice:
* Third Choice:

If you will be using an off campus venue, please note any specific requirements:

If you will be using an off campus venue, please specify bad weather option:

**Fiscal Responsibility**

Will need approval in writing (email is acceptable)

Whose approval is needed:

Has that approval been attained:

**Documents to the Business Office:**

1. Business Meals form
2. List of attendees and their affiliation
3. Quote or Invoice
4. Email or screen shot of event advertisement

**Marketing/Promotions:**

Email blast to:

Date:

Engineering In the Loop:

Date:

Other:

Date:

**Attendance:**

Target audience:

Invitations:

* Sent to whom
* On what date
* Who will send invitation

RSVP’s

* Will one be required:
* Who will track RSVP’s:
* What is the deadline for the RSVP:

Recommended attire:

Registration at the door:

Complete list of attendees needed:

Name badges needed:

* Alphabetize by first name:
* Alphabetize by last name:
* Hanging name tags or stick on name tags or clip on name tags or other:
* Number of Avery name badge template (e.g. Avery 8395) :

Lanyards needed:

Guest speaker(s):

* Name of guest speaker one:
* Name of guest speaker two:
* Name of guest speaker three:

**Parking:**

Need to reserve parking in parking structure:

* In which parking structure:
* How many spaces:

Space for guest one (name):

Space for guest two (name):

Space for guest three (name):

* Will the guests need a validation sticker:

All day validation sticker (name):

Hourly validation sticker (name):

**Registration Tables:**

University Club or Old Main:

* Must request this of their staff

Tablecloths:

* How many:

**Audio/Visual:**

Podium/lectern:

Microphone:

Wireless lavalier:

Pointer:

Clicker (click from page to page of PPT):

Projector/computer/screen:

Other:

**Decorations and/or Signage:**

Directional signs:

* Type of directional sign:
* Type of directional sign:
* Type of directional sign:

Other signs:

Decorations:

**Catering:**

Approved caterer list: <https://eoss.asu.edu/sites/default/files/Approved_Food_Providers_List.pdf>

Will catering be required:

Off campus catering:

* First Choice:
* Second Choice:
* Third Choice:

On campus catering;

* First Choice:
* Second Choice:
* Third Choice:

Delivery:

* Event start time:
* Catering arrival time:
* Location of delivery:

Food service to begin at what time):

Number of attendees (for catering purposes):

Style of catering:

* Boxed meal:
* Buffet style:
* Plated meal:
* Break food:
* Snacks:

Special dietary needs:

* Vegetarian:
* Vegan:
* Food allergy:

Estimated cost per person:

Liquor

Will alcohol be served:

If yes, what type of alcohol

* Beer:
* Wine:
* Full bar:
* Bar services:

Hosted:

Cash bar:

How many stations of liquor are needed:

Note: A liquor permit may be required if event is on campus

**Room Set Up Requirements:**

Will there be assigned seating:

Moving and Event Services (Gavin Meland) <https://fdm-apps.asu.edu/FM/EventRequest/>

* Tables – How many:

Tables - What kind (e.g. 6 foot rectangular or rounds):

* Chairs:
* How many sets of trash bins:

Tablecloths

* How many:
* What color:
* What size:

Risers: