



Office of University Events

Event Request Form

Date of Request:	
Requesting Department/Individual:	
Event Contact:	Name: Telephone Number: Email:
Date of Event:	
Time of Event:	
Event Location:	
Location confirmed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Room Set up:	<input type="checkbox"/> Classroom <input type="checkbox"/> Auditorium <input type="checkbox"/> U-Shape <input type="checkbox"/> Square
Type of Event:	<input type="checkbox"/> Meeting (Board, Committee, Departmental) <input type="checkbox"/> Luncheon <input type="checkbox"/> Reception <input type="checkbox"/> Other, please describe _____
Event Description:	
Number of Participants:	
AV Equipment Needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, audio visual needs (please describe) __
Event Timeline	
Catering Needs:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Estimated Budget:	
Budget Code:	
Authorized Signatory:	
Menu:	
Special Guests of Events	
Is the University President attending event?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is the expected participation/involvement?
Has this date been reserved on the President's Calendar? <i>Please contact President's Office at (757) 823-8670</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Who will meet the President at the event?	Name: Contact Number:
What is the dress code	<input type="checkbox"/> business professional <input type="checkbox"/> business casual <input type="checkbox"/> casual <input type="checkbox"/> formal

for this event?	
Is there a theme for this event?	
History of this event (inaugural, annual, etc.)	
Is the president being requested to speak? <i>Please submit an official copy of the program/agenda at least two week in advance of event to the President's Office.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what topics or subjects should be addressed?
Any legislators, government officials or dignitaries attending this meeting? <i>If yes, please contact Paula Thompson, Legislative and Community Liaison, (757) 823-2291</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any special considerations needed for the event?	
Requesting Party's Signature	
Requesting Party's Immediate Supervisor Signature	
Authorized Budget Approval Signature	
Event Planning Authorized Signature	
Event Request	<input type="checkbox"/> Accepted <input type="checkbox"/> Date <input type="checkbox"/> Denied Reason for Denial

The office of University Events provides event organizational support as directed by the University President or the Vice President for University Advancement. The Office of Event Planning will respond with information regarding print deadlines, list requirements, staffing issues, etc. All costs for events not funded by University Advancement or the President's Office are the responsibility of the cooperating department, and support staff should be made available by that department to handle basic elements of the function. For further information or clarification, please contact:

Office of University Events
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 Fax: (757) 823-2405
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