Office of University Events
Event Request Form

Instructions: Download this PDF and save to your computer. Next fill out the form completely and save your changes. Then email the completed PDF to events@nsu.edu If you have questions regarding this form, please contact Alexis J. Martin, Event Planning Coordinator at 757-823-2987 or ajmartin@nsu.edu

Requesting Department/Individual:

Name: ____________________________

Phone: ____________________________

Email: ____________________________

Event Date: ____________________________  Time: ____________________________

Location of Event: ____________________________

*If you are planning to host your event at the L. Douglas Wilder Performing Arts Center, please contact Rhonda Britt at 757-823-2061 or rabritt@nsu.edu.

Location Confirmed: _____ Yes _____ No Type

of Room Set Up Requested:

_____ Class room (tables with chairs  _____ Table Rounds

_____ Auditorium (chairs only)  _____ Room As Is
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____ U Shape  Other: ______________________________ Type of Event: ______________________________

____ Meeting (Board, Committee, Departmental)
____ Luncheon
____ Dinner

____ Reception
____ Lecture
____ Speaker Panel

Other: ___________________________________

Event Description: __________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Estimated number of participants: _________ AV Equipment Needed:

____ Laptop
____ Projector
____ Sound

____ Microphone(s) How many? __________
____ None

Other: ______________________________

Do you have any catering needs? _____ Yes _____ No

Click here to contact Thompson Hospitality for menus and quotes.

Decor Needs: Please check off if you require any of the following items. The Office of University Events will work to accommodate your needs. Due to limitations in supplies, not all requests can be met. _____ NSU Logo Placard- to attach to items such as a podium

____ NSU Podium Banner
____ NSU Table Banner

____ Table linens with NSU Logo (for 6-8' tables) How many? ________

____ NSU Pop up display (tradeshow type display)
____ Easels
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_____ Large Ceremonial Scissors (for ribbon cutting)

_____ None

Other: ________________________________________________________________

Are you planning to provide a coat check service? _____ Yes _____ No

Is the University President attending the event? _____ Yes _____ No If yes, what is the expected participation/involvement?

__________________________________________________________________________________________

Has this date been reserved on the President's calendar? _____ Yes _____ No

Who will meet the President at the event? ______________________________________________________

Please provide a phone number for person meeting the President at the event: _______________________
Please provide an email address for the person meeting the President at the event: _______________________

Is the president being requested to speak? _____ Yes _____ No

Please submit an official copy of the program/agenda at least two weeks in advance of event to the President’s Office.

If yes, what topics should be addressed by the President?
__________________________________________________________________________________________
__________________________________________________________________________________________

What is the dress code for this event?
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_____ Business professional _____ Business casual _____ Formal Other: _________________________

Is there a theme for this event? If so, please describe: __________________________________________

Please provide a brief history of the event. (inaugural, annual, etc.):
________________________________________________________
________________________________________________________

Are any legislators, government officials, or dignitaries attending this event? _____ Yes _____ No

If yes, please provide the name(s) of the legislator(s), government official(s) or dignitaries attending:
___________________________________________
_______________________________________________
__________________________________________________________

Any special considerations needed for the event?
________________________________________________________

Please provide the name of your Immediate Supervisor: _________________________________

Please provide the email address of your Immediate Supervisor: _______________________________