



University Events Request Form

Instructions: Please complete this form in its entirety. Email the completed form to events@nsu.edu. If you have any questions regarding this form, please contact Cassandra R. Krah, Assistant Director for University Events by phone, (757) 823-2987 or via email, crkrah@nsu.edu.

Requesting Department/Individual: _____

Name of Contact Person: _____

Phone Number: _____ Email Address: _____

Event Date: _____ Time: _____

Desired Location of Event: _____

Note: If you are planning to host the event at the L. Douglas Wilder Performing Arts Center, please contact Rhonda Britt by phone, (757) 823-2061 or via email, rabritt@nsu.edu.

Has the location been confirmed: _____ Yes _____ No

Requested Room Setup:

_____ Classroom (tables and chairs only)

_____ Round Tables

_____ Theater-style (chairs only)

_____ Rectangle Tables

_____ U-shape Tables

_____ Hollow Square

_____ Room as-is

Other: _____

Event Type:

_____ Meeting

_____ Reception

_____ Luncheon/Banquet

_____ Lecture/Seminar/Forum

_____ Speaker Panel

Other: _____

Event Description: _____



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Estimated number of guests/participants: _____

Audio Visual Equipment Request:

_____ Laptop _____ Microphone(s) How many? _____

_____ Projector _____ Speakers/Sound

_____ None Other: _____

Are there any catering needs? _____ Yes _____ No

Click [here to contact Thompson Hospitality for the menu and a quote.](#)

Décor Needs: Please indicate whether or not you require any of the following items. The Office of University Events will work to accommodate your needs. Due to limited supplies, not all requests can be met.

_____ NSU Logo Placard (to attach to the podium)

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

_____ NSU Retractable Display (tradeshow display)

_____ Large Ceremonial Scissors (for ribbon cutting)

_____ Eases

_____ None

Other: _____

Will there be coat check service? _____ Yes _____ No

REQUEST FOR UNIVERSITY PRESIDENT

Is the University President requested to attend this event? _____ Yes _____ No

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

If yes, what topic(s) is/are the President being asked to address? _____



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If not, in what capacity is she expected to participate? _____

Has the request been submitted to the President's Office? _____ Yes _____ No

Has the event been confirmed on the President's calendar: _____ Yes _____ No _____ Unsure

What is the attire for this event?

_____ Professional _____ Business Casual _____ Formal Other: _____

Is there a theme for this event? _____ Yes _____ No

If yes, please describe: _____

Please provide a brief description of the event. Indicate if it is the 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:

What is the name of the person who will meet the President at the event? _____

Please provide a phone number for the person meeting the President: _____

Please provide an email address for the person meeting the President: _____

Note: Please submit an official copy of the program/agenda to the President's Office at least two weeks prior to the event.

If this is an external organization, company, university, or individual, have you contacted Conference Services regarding this event? _____ Yes _____ No