

Event Requirements Form

Requestor _____	Phone _____
Dept./ Org. _____	Email _____
Event Name _____	Location(s) _____
Date(s) of Event _____	Hold Time _____
Event Time _____	# of people _____

Room Set-up

_____ Normal Set-up	<u>Details / Comments</u>
_____ Special Set-up (Provide details/diagram)	
_____ 24-hour hold for set-up?	

Equipment / Resources

Below is an overview of the most common a/v requests. A representative from Operations will contact the requestor for detailed information and/or also to confirm the request.

_____ Laptop	<u>Details / Comments</u>
_____ Projector/Screen	
_____ Flipcharts	
_____ TV/DVD	
_____ Easels	
_____ Other	

Food Service

Below is an overview of the most common food requests. A representative from Cura will contact the requestor for detailed information and/or also to confirm the request.

_____ Coffee/Tea/Water	<u>Details / Comments</u>
_____ Donuts / Muffins / Fruit	
_____ Lunch through serving line	
_____ Luncheon	

Other

_____ Parking Assistance?	_____ Directional Signs?
_____ Greeters?	_____ Other (Specify) _____

Notes
