



HOMECOMING 2018 EVENT PLANNING REQUEST FORM

Date of Request: _____

Name of Requester: _____

Requester Contact Info:

Email: _____

Phone number: _____

School/Department/Unit: _____

Title of Proposed Event: _____

Proposed Date: Fri. Sat. Time: _____

Type of Event:

- Academic program/symposium/forum
- Advisory/association committee meeting
- Affinity Reunion
- Athletic event
- Cultivation reception
- Fraternity/sorority meeting/gathering
- Stewardship reception (for major donors)
- Other _____

Event Summary/Description:

Anticipated number of attendees: _____

Target Constituencies:

- Alumni
- Community
- Corporations/Foundations/Businesses
- Current and former parents
- Faculty/staff/administration
- Friends
- Students
- Trustees

Proposed Venue (Check appropriate box):

- Boehlert Hall Conference Room
- Bull Board Room
- Carbone Family Auditorium
- Classroom/lecture space (TBD)
- Clark City Center Conference Room
- Donahue Auditorium
- ECJSC Building, Room 209
- Ellen Knowler Clarke Lounge (Strebel Lounge)

- Library Concourse
- Macfarlane Auditorium
- Mazloom Atrium
- Petralia Lounge and Terrace
- Pioneer Pub
- Strebel Auditorium
- Willard Conference Room
- Outdoors (tent)
- Other (please specify) _____

Staffing (Please check appropriate boxes):

- My/our department would handle all planning and logistics for this event
- I/we would need Advancement to handle all planning and logistics for this event
- I/we would need Advancement to handle invitations, registration, and name-tags ONLY for this event
- I/we would staff the actual event
- I/we would need to have the event staffed by a member of the Advancement team

Budget (Check appropriate box):

- My/our department would cover all costs associated with this event
- I/we are requesting that Advancement resources be made available to cover the costs associated with this event
- I/we have secured complete or partial funding for this event

Other Logistical Considerations (Please check all that apply):

- This event requires catering for food and beverage
- This event requires the assistance of campus safety
- This event requires audio/visual equipment
- This event requires setup through facilities (chairs, staging, tables)
- Other (please specify)

Additional Comments/Information:

Deadline to submit this form: December 1, 2017