

Event Request Form:

Please fill out entirely.

- 1) Name of Event _____
- 2) Contact Name _____
- 3) Email address _____
- 4) Phone number _____ Cell Phone number _____
- 5) Name of Organization Planning Event _____
- 6) If student-led, who is the faculty, staff or coach contact/chaperone for Event?

- 7) Date of Event _____ Start Time _____ End Time _____ Location _____
- 8) If outdoor event, what is alternate location in case of bad weather? _____

9) Purpose of Event _____

10) What type of activities will be happening at this event? _____

11) Who will be invited? Circle all that apply: Point Students Faculty Staff Coaches
Alumni Public Parents Fans Other: _____

12) Will food be served? No Yes And if so, by whom? _____

13) Approximately how many people will be in attendance? _____

14) Is this event a fundraiser? Yes No If so, for what purpose? _____

15) Will you be asking for donations from sponsors or businesses for this event? Yes No
And if so, for what items? i.e. Door prizes, cash, food, giveaways etc.

16) Will an event t-shirt be made? Yes No

17) Will an event flier or invitation be made? Yes No

18) What is the theme or decoration plan for this event? _____

19) Will you need social media promotion for this event from the Communications office?
Yes No

20) How are you doing your own marketing of this event? Circle all that apply: Posters
Save the Date Emails Email Reminders Media Other: _____

Please keep in mind that all marketing materials must first be approved by the Communications Office.

21) Is the event free to attend? Yes No If no, how much? _____

22) What forms of payment will be accepted? Cash Check Credit Card Other _____

23) Will this event require online payment? Yes No

24) Is this an event that you could potentially partner with another group on campus to host?
Yes No If yes, explain: _____

25) Do you need University transportation provided for this event? If so, please visit <https://point.edu/vehicle-request>. *Please note there may be a cost associated with transportation and certain restrictions to consider.*

26) What are your facility needs? Circle all that apply: Chairs Tables Garbage cans
Podium Other _____

Please note that the University may or may not be able to provide these at all times. Complete cleanup is also the responsibility of the host, and you must leave any room and/or items as you found them.

27) Do you have any specific security needs? Yes No If so, explain: _____

28) Do you have any special parking needs (i.e. traffic cones)? Yes No

Please explain: _____

29) Do you have any audio visual needs? Yes No If so, please have your sponsor fill out an IT request.

30) If outdoors, do you need electricity? Yes No

31) Is this a reoccurring event? Yes No If yes, how often? _____

Signature _____

Signature of Faculty, Staff, Coach Sponsor _____

- *Form must be completed in its entirety to be considered for approval and before being considered an official Point University event.*
- *Your event may not be approved if there is not enough lead time given. Completing the form does not guarantee Point University's approval or endorsement of the event.*
- *If needed, we will be following up with additional questions.*
- *You must wait on approval before beginning preparations for your event. The Events Committee will review the application and notify the event planner and/or department head if the event is approved.*
- *If anything on this form changes, it is your responsibility to notify the Events Committee or the approval may no longer stand.*

Take completed form to Mary Susan Underwood in Room 104 of the Academic Center. You may also scan and email to MarySusan.Underwood@Point.edu.

For questions regarding the form, email Pam.Powers-Smith@Point.edu.