**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 flyer 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.