



Request for Event Planning Assistance

Instructions:

If you want to use our in-house event planner, Susan Randall, please provide requested information below. Please note that the law school department requesting assistance **is responsible for following all procedures for processing payments associated with the event.** It is the department's responsibility to stay in contact with the planner as needed for the event change/progress.

Name of Requestor:	Department:
Email:	Phone/Cell: Billing Org Code:
Event Name:	Date: Start/End Time:
Budget/Est Cost:	Set-UpTime : Takedown:
Location/Room preference:	Funding: State Foundation Others _____
Request Room Reservation: Yes No	Expected No. of Attendees:
Brief Description/Purpose of Event (add/attach agenda/timeline)	

SET-UP REQUIREMENTS

Classroom: : As is Specify:	Open Areas: None Round Tables Hi Top Tables Rectangular Tables Chairs
Media: (Note - classrooms have computers and zoom facilities).	Photographer Videographer A/V Technician
Microphone (s) Music (Specify)	Others (Please Specify)
Additional Notes (if any – e.g. extra tables; breakout rooms, etc):	

FOOD REQUIREMENTS

Serving Food: Yes No	Full service Catering Delivery only
Food Service type: Seated Buffet	Specify Alcoholic drinks (if any):
Meal(s): Breakfast Lunch Dinner AM Snacks PM Snacks Reception	Preferred Cuisine: _____ Preferred Caterer (if any): _____
Other Amenities/Support Requested (Please Specify, e.g. Flowers, Nametags, Printed menu, Parking, Signage, Campus Police/security paperwork, Housekeeping clean-up, etc)	

Provide timeline for receipt of preliminary plan from Planner:
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Submitted by:	Date:
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INSTRUCTIONS: Please email completed form to lawroom@gmu.edu