

Request for Event Planning Assistance

Instructions:

If you want to use our in-house event planner, 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-Up Time :	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	Hi Top Tables
Media: (Note - classrooms have computers and zoom facilities).	Round Tables	Chairs
	Rectangular Tables	
Microphone (s)	Photographer	Videographer A/V Technician
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	Preferred Cuisine: _____	
AM Snacks PM Snacks Reception	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:

Submitted by:

Date:

INSTRUCTIONS: Please email completed form to lawroom@gmu.edu.