ANTONIN SCALIA LAW SCHOOL
George Mason University

Request for Event Planning Assistance - *This form is for Faculty and Staff use only.*

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-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: U-Shape	Open Areas: None ☐ Round Tables Hi Top Tables Rectagular Tables Chairs
Media: (Note - classrooms have computers and zoom facilities).	
☐ Microphone (s) ☐ Music (Specify)	☐ Photographer ☐ Videographer ☐ A/V Technician 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:

Submitted by: Date:

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