EVENT REQUEST

HOW TO COMPLETE THE EVENT REQUEST FORM
Print a copy of the form. All sections of the Event Request Form must be completed. If a section is not applicable, please put N/A in the section.

Submitted by: Name of person completing the form

Date: Date the form is submitted to Case Western Reserve University

Phone(s): All contacts for person submitting the form: office, cell, fax.

Email: All email addresses for person submitting the form.

Organization: The name of the organization submitting the form.

Title of event: The formal title of the event.

Proposed Date(s) of Event: List all dates being considered.

Approximate # Attendees: Estimate the number you anticipate will attend.

Budget: What do you estimate the cost of the event to be?

Source of funds: How do you intend to pay for the event?

Purpose of the event: Describe the goal of the event, intended audience.

Room set-up required: Let us know how the room should be set up: classroom style, board room style, rounds of 8/10?

Food & beverage service: Will you be serving food or beverage? If so, what will be served and who will be catering the event?

AV/technical required: Let us know if you will require any audiovisual equipment.

Parking needs: Will attendees require parking? Will any VIP’s attend, and, if so, will special parking requirements be needed?

Security: Based upon the type of event and when it occurs, security may be required. We will complete this section. You will be notified if there will be a charge for security for your event.

When the form is completed, you can either fax it to 216-368-4901 or scan it and send a pdf to mtr2@case.edu. The Office of Community Partnerships will follow up with you regarding your event.