

# Request for event management

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**Event description**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Date submitted**

\_\_\_\_\_

**Date & time of event**

\_\_\_\_\_

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**Contact**

person making request \_\_\_\_\_  
department \_\_\_\_\_  
contact phone & email \_\_\_\_\_

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**Event owner(s)**

\_\_\_\_\_

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**Source of funding**

\_\_\_\_\_

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**Budget**

fixed or to be determined? \_\_\_\_\_

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**Purpose**

what is the goal? \_\_\_\_\_  
what is the desired outcome? \_\_\_\_\_  
who/how many will attend? \_\_\_\_\_  
where will event be held? \_\_\_\_\_  
date? \_\_\_\_\_  
what is the timing of event? \_\_\_\_\_  
[from \_\_ to \_\_] \_\_\_\_\_

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**Specific considerations**

program/speakers \_\_\_\_\_  
invitation design \_\_\_\_\_  
[&/or other design needs] \_\_\_\_\_  
mailing list \_\_\_\_\_  
RSVPs \_\_\_\_\_  
seating chart \_\_\_\_\_  
name tags \_\_\_\_\_  
catering \_\_\_\_\_  
rentals \_\_\_\_\_  
entertainment \_\_\_\_\_  
parking \_\_\_\_\_  
photography \_\_\_\_\_  
other \_\_\_\_\_

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Signature

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Date