

Lewis & Clark Event Planning Form

INSTRUCTIONS: Please fully complete this form and send it to the Office of Conferences & Events (MSC 105/FAX x7106) in order to receive confirmation of your event.

Event Information

Today's Date: _____ Proposed Event Date(s): _____

Name of Event Planner: _____ Phone: _____ Email: _____

Sponsoring Dept./Group: _____ Budget #: _____ - _____ - _____

Name of Event: _____ Attendance: _____ / _____
ON-CAMPUS OFF-CAMPUS

Start Time: _____ A.M./P.M. End Time: _____ A.M./P.M. Access Time (*for set-up*): _____ A.M./P.M.

Admission Charged? ☐ No ☐ Yes. Price of Admission: \$_____

Venue/Room Requested (*one form is necessary for each location requested*): _____

Set-up Information

For set-up information/room specifications, please contact the Campus Events office.

Attach a set-up diagram with this request.

Check Appropriate Table/Chair Set-up:

☐ Conference/Block ☐ Banquet with Square Tables ☐ Hollow Square ☐ U-shape

☐ Classroom ☐ Banquet with Round Tables ☐ Theatre ☐ Special

Set-up Specifications: _____

Number of Extra Tables for: _____ Head Table _____ Registration _____ Display _____ Food Tables

Number of Extra Chairs for: _____ Head Table _____ Registration _____ Display

Other Needs: ☐ Art Walls ☐ Podium ☐ Table Lecturn ☐ Whiteboard ☐ Easel

Staging: ☐ Standard 8' x 8' Staging. Choose One: ☐ 3" Riser ☐ 30" Stage

☐ Other Size Staging (each panel= 4' x 8'): _____' x _____' ☐ 3" Riser ☐ 30" Stage

Designate location of these items on your set-up diagram.

Audio Services, x7290

- | | |
|--|---|
| ☐ Podium Mic | ☐ Cassette Recording |
| ☐ Mic w/Stand | ☐ Table-top Mic |
| ☐ Wireless Hand Mic | ☐ Wireless Lapel Mic |
| ☐ Cassette Playback | ☐ CD/Radio Player |

Additional needs: _____

Designate audio equip. locations on diagram.

To confirm order, please contact Instructional Media Services (IMS) at least (2) weeks prior to the confirmed event date, x7290.

Media (A/V) Services, x7290

- | | |
|--|---|
| ☐ TV/VCR | ☐ Powerpoint Projector |
| ☐ Big Screen TV | ☐ Overhead Projector |
| ☐ Video Projector | ☐ Slide Projector |
| ☐ VCR/DVD Player | ☐ Overhead Screen |

Additional needs: _____

Designate media equip. locations on diagram.

To confirm order, please contact Instructional Media Services (IMS) at least (2) weeks prior to the confirmed event date, x7290.

After receiving a confirmation number for your event, please contact the following service providers at least two (2) weeks in advance of event date, for the following services.

Catering Services, x7888

- ☐ Table Cloths
- ☐ Table Skirts
- ☐ Food & Beverages
- ☐ Alcohol Servers

Performance Services, x7499

- ☐ Special Lighting
- ☐ Stage Techs & Services

Transportation & Parking, x7857

- ☐ Reserved Parking/Barricades

Public Relations, x7960

- ☐ Press Releases
- ☐ Off-campus Publicity

Campus Events, x7235

- ☐ Event Signage

Event Description

Please describe the event, including these details: Type of Event, Name of Speakers or Talent, Method of Advertising the Event, and Where Tickets Can Be Purchased (if applicable).

Event Invitees

Who will be invited to the event, and how they receive their invitation?

Event Schedule

List the event schedule, including: Start & End Time, Event Coordinator, Event Activity, and Event Location.

START TIME — END TIME	EVENT COORDINATOR, EVENT ACTIVITY & LOCATION
START TIME — END TIME	EVENT COORDINATOR, EVENT ACTIVITY & LOCATION
START TIME — END TIME	EVENT COORDINATOR, EVENT ACTIVITY & LOCATION

Responsible Staff for the Event

EVENT OWNER	() OFFICE PHONE NUMBER	() CELL OR OTHER METHOD TO REACH YOU DURING EVENT
EVENT MANAGER	() OFFICE PHONE NUMBER	() CELL OR OTHER METHOD TO REACH YOU DURING EVENT
OTHER	() OFFICE PHONE NUMBER	() CELL OR OTHER METHOD TO REACH YOU DURING EVENT

COMPLETED BY OFFICE OF CONFERENCES & EVENTS

☐ Approved by: _____ ☐ Denied by: _____

Reservation ID# and Comments: _____

cc: Applicant	☐ By Mail	☐ By Fax	Bon Appétit	☐ MSC 181	☐ By Fax: x7899
Campus Events	☐ MSC 105	☐ By Fax: x7106	Campus Safety	☐ MSC 107	☐ By Fax: x7863
Facilities Services	☐ MSC 76	☐ By Fax: x7841	Facilities - LAW	☐ MSC 51	☐ By Fax: x6671
IMS	☐ MSC 97	☐ By Fax: x7228	Public Relations	☐ MSC 19	☐ By Fax: x7969
Trans. & Parking	☐ MSC 76	☐ By Fax: x7841			