

In-House Event Request Form



All Requests Must Be Submitted 2 Weeks Before Event
 Different Events Should Be Submitted On Separate Request Forms
 (*) Denotes Required Field - Enter "N/A" For Entries That Do Not Apply

Click On More Info For Detailed Instructions

A room reservation must be made and budget allowance confirmed before submitting this form

Reservation and Approvals

Facilitated by Jennifer FitzGibbon (x7638) and Colleen Heenan (x7736)

* Reservation Confirmed By:				< Scroll for more options
* Department Code:		* Account Code:		
* Budget / Event Approved By:				< Scroll for more options

Final budget approval is given by the Director of Administrative and Financial Services

Requester Information

Provided by you the submitter

* Requester Name:		* Status:		< Scroll for more options
* Phone:		* Email:		
* Date Of Request:		Additional dates may only be reserved for the same event		
* Date(s) Of Event:				
* Start / End Time Of Event(s):	Day 2 Time	Day 3 Time	Day 4 Time	
* Name / Description Of Event(s):				

Desired setup and occupancy is not guaranteed and should be discussed with room setup facilitator

Room Requirements

Facilitated by Dervin Mejia (x7647) and Robert Erickson (x7737)

* Reserved Room Number(s):	Room 2	Room 3	Room 4	Room 5	Room 6
* Number Of People In Room:	# In Room 2	# In Room 3	# In Room 4	# In Room 5	# In Room 6
* Desired Room Setup:					
Other Room Setup / Needs:					

If placing an order on your own please obtain a *Tax Exempt Form* from food facilitator then submit to vendor requesting 10% gratuity and delivery charge be included in the final cost

Food Requirements

Facilitated by Debra Tobler (x7601)

* Food Order Placed And Paid By:				< Scroll for more options
* Food Vendor Name(s):		* Estimated Maximum Cost:	\$	
* Specify Food Selection:				

The Technology Department is not responsible for the setup of non-Argosy equipment and electronics but will assist with Mac computers that have proper adaptors

IT Requirements

Facilitated by Jerard Reibel (x7644) and Julius Aldana, Jr. (x7643)

* Hardware/Software Request:			< Scroll for more options	Mac Computer Setup:	<input type="checkbox"/> YES
Additional Technology Needs:					

EVENT REQUEST FORM RECEIPT

PLEASE DO NOT WRITE BELOW THIS LINE/FOR EVENT APPROVER USE ONLY

Approved By Robert Erickson:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Room Setup Committed:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
Approved By Irene Ayers:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	Food Order Accepted:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
				IT Support Committed:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A

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