

Event Request Form

Name

Cell Phone

E-mail (NYMC)

Date Submitted

Event Title

Brief Description of the Event

Event Location

Club Sponsoring Event

Date Requested

Start time
(HH:MM AM/PM)

End time

Alternate Date Requested

Start time

End time

Need A/V
Services?

Need assist with
A/V set up?

Housekeeping
Services?

Housekeeping Requests? (IE:
tables, chairs, move furniture, etc.)

Yes

Yes

Yes

No

No

No

Does the event need to be staffed for the entire event?

Yes

No

Which equipment will you be using?

Microphone

LCD Projector

Speaker

Podium

Easel

Yes

Yes

Yes

Yes

Yes

No

No

No

No

No

T V

VCR

DVD Player

Screen

Other

Yes

Yes

Yes

Yes

No

No

No

No

Any other requests?