

Event Request Form

TODAY'S DATE:

EVENT DATE:		ORGANIZER:	
EVENT NAME:		EVENT TIME:	
LOCATION:		# OF GUESTS:	

- *Be Sure to block your room in Outlook as well*

MAINTENANCE *Tables, Chairs, Clear or Set Up Room, Podium, Coat Racks*

DETAIL/DESCRIPTION	DATE & TIME NEEDED
<i>PLEASE ATTACH A DIAGRAM OF SET UP</i>	
PARKING: Does Parking need to be reserved?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ICE & COOLERS needed? How much/many?	<input type="checkbox"/> YES <input type="checkbox"/> NO

IT/AUDIO/VISUAL *Microphone, Speakers, Sound System, Computer, Projector*

DETAIL/DESCRIPTION	DATE & TIME NEEDED

CLEANING *Prep Room, Deeper Clean, Vacuum, Stock Bathrooms, Clean Up, Garbage*

DETAIL/DESCRIPTION	DATE & TIME NEEDED

FOOD & BEVERAGE*Linens, Food & Beverage, Service Items, Plates, Napkins, Glasses*

DETAIL/DESCRIPTION	DATE & TIME NEEDED	# BEING SERVED
<input type="checkbox"/> Coffee (Includes cream & sugar) <input type="checkbox"/> Iced Tea / Juice <input type="checkbox"/> Soda Selection <input type="checkbox"/> Bottled Water <input type="checkbox"/> Breakfast Selection (Bagels, Pastries, Yogurt/granola) <input type="checkbox"/> Lunch Selection (Corner Bakery or Jimmy Johns Selection Platter) <input type="checkbox"/> Dinner Selection (Corner Bakery, Jimmy Johns, Chipolte, Panera Selection) <input type="checkbox"/> Standard meeting set-up to include: cups/glasses, plates, stirrs, table cloths, napkins, cream & sugar		
Other: (i.e. Ice, Coolers, Grills etc.)		

ADDITIONAL DETAILS*Deliveries, Flowers, Displays, Guest Speaker*

DETAIL/DESCRIPTION	DATE & TIME NEEDED	# BEING SERVED

BUILDING ACCESS*Who will be responsible for unlocking/locking the building?***UNLOCKING:** *Includes main doors, turning on necessary lights*

- The event start is during normal business hours – no special arrangements needed.
- We will need to unlock the building for guests.
 - _____ will be responsible for unlocking the building.

LOCKING: *Includes turning off all lighting and locking ALL entry doors.*

- The event ends during normal business hours – no special arrangements needed.
- We will be locking the building following our event.
 - _____ will be responsible for locking the building.

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- Please complete **AT LEAST 2 weeks** before your event.
 - Please send completed form to email distribution list : **HH EVENTS**