

**EVENT REQUEST FORM**

**PLEASE SUBMIT THIS FORM TO ME ONCE YOU HAVE THE DETAILS OF YOUR EVENT. AS A GENERAL TIMELINE, PLEASE PROVIDE THIS INFORMATION BY THE FOLLOWING:**

Dept. small events (Course preview, Campus visit day, etc...) 3 weeks before the event

Visiting speaker visits (Year of, Symposiums, etc..) 3 months before the event or earlier

Conferences (KYGWS or other) 6 months before the event or earlier

**THANK YOU!**

**FACULTY(S) COORDINATOR:** \_\_\_\_\_

**NAME OF EVENT:** \_\_\_\_\_

**DATE(S) OF EVENT:** \_\_\_\_\_

**BUDGET FOR THIS EVENT:** \_\_\_\_\_

**FUNDING SOURCE** \_\_\_\_\_

**VISITING SPEAKERS: CONTACT INFO**

NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**VISTING SPEAKERS: TRAVEL**

**WHAT TRAVEL WILL BE NEEDED?**

AIRFARE: DATES OF ARRIVAL & DEPARTURE \_\_\_\_\_

MILEAGE: ADDRESS OF GUEST \_\_\_\_\_

LODGING: DATES OF ARRIVAL & DEPARTURE \_\_\_\_\_

TRANSPORTATION: RENTAL CAR OR OTHER (NEED RECEIPTS FOR REIMBURSEMENT)

If you have more than one guest, please provide travel information here:

**WILL VISITING SPEAKER RECEIVE A SPEAKER PAYMENT?**

YES AMOUNT OF SPEAKER FEE \$ \_\_\_\_\_

**EVENT & VENUE INFORMATION**

WHAT TIME WILL YOUR EVENT BEGIN AND END? \_\_\_\_\_

If you have more than one event associated with this visit please provide the information here:

**VENUE PREFERENCES (I WILL CHECK AVAILABILITY & CONFIRM ONCE A SPACE IS RESERVED)**

**Please note:** All venues need to be booked and approved through Events Management. It takes time for EMS to approve events and we can't advertise until the event is approved. Please provide me with enough time to book the room and get the event approved (at least 2-3 weeks for small events; 4 weeks for larger events; 3 months for conferences) and note that space is often limited on campus so you want to put in room reservations as soon as you know the details of your event. Also, EMS requires that I know almost all details of the event (guest names, whether food will be ordered, equipment needed, layout of the space) before I put in the request and they will not approve the event without all details.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**FOOD**

**WILL YOUR EVENT REQUIRE FOOD?**  YES  NO

**WHAT KIND OF FOOD TYPE DO YOU NEED?**

- |  |   |                                |
|--|---|--------------------------------|
| <input type="checkbox"/> RECEPTION FOODS | <input type="checkbox"/> BUFFET             | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> LUNCH           | <input type="checkbox"/> PIZZA              |                                |
| <input type="checkbox"/> SNACKS          | <input type="checkbox"/> KROGER/TRADER JOES |                                |

**WHAT VENDOR WOULD YOU LIKE TO USE FOR FOOD?**

- |   |  |
|---|--|
| <input type="checkbox"/> UK CATERING                          | <input type="checkbox"/> BOONE CENTER (This would be a request for space & food) |
| <input type="checkbox"/> PANERA                               | <input type="checkbox"/> OTHER APPROVED VENDOR                                   |
| <input type="checkbox"/> PIZZA (let me know which restaurant) |  |

**If you marked multiple food types and/or vendors, please provide the information about what you need for each date/time/venue of your event**

**WILL YOU NEED A PRD/PROCARD AND RESERVATION TO A RESTAURANT?**

NAME OF RESTAURANT(S) \_\_\_\_\_

DATE & TIME FOR RESERVATION \_\_\_\_\_

NAME OF GUESTS \_\_\_\_\_

**Below you can include any additional information about the event or event details or add any information that you could not fit in the spaces provided on the form.**

**ADVERTISING**

WHAT TYPE OF ADVERTISING DO YOU NEED?

- SEND ANNOUNCEMENT ON LIST SERV
- ADD TO GWS WEBSITE. OTHER DEPT WEBSITES? \_\_\_\_\_
- FACEBOOK
- POSTER

**What should be included on the poster?**

- IMAGES                       BIO                       PHOTOS OF SPEAKER
- ABSTRACT                       CO-SPONSORS                       LOGOS

**Please send me the items you would like included on the poster.**