

EVENT REQUEST FORM

Office of University Events

Instructions: Use this form when you are requesting that the University Events office assist in the production of your event. This form serves as a request for event planning. An "Event Detail Summary" will be sent out when the event is confirmed and detailed planning begins.

Event Name: _____
Sponsoring College/Division/Department: _____
Contact Name: _____
Contact Phone and Email: _____
Host Information (ex: Provost, Dean, President Alger): _____

Event type:

- | | |
|--|---|
| <input type="checkbox"/> Reception | <input type="checkbox"/> Reunion |
| <input type="checkbox"/> Dinner | <input type="checkbox"/> Luncheon |
| <input type="checkbox"/> Golf Tournament | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Program | <input type="checkbox"/> Auction |
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Event Consultation |

Event Date(s): _____

Location and Time: _____

Type of Audience/Groups to be Invited (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Student | <input type="checkbox"/> Faculty Emeriti |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Donors |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Prospects |
| <input type="checkbox"/> Board of Visitors | <input type="checkbox"/> Parents |
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Other _____ |

Estimated Attendance: _____

Budget code for event: _____

Presidential involvement?

- Yes Type: _____ No

Purpose of Event:

- | | |
|---|--|
| <input type="checkbox"/> Annual | <input type="checkbox"/> Recognition |
| <input type="checkbox"/> Dedication/Grand Opening | <input type="checkbox"/> Award/Celebration |
| <input type="checkbox"/> Cultivation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Stewardship | |

Detailed Description (Purpose) of Event. Please include theme/message idea:

↑ Division Head Signature (Approval): _____

EMAIL COMPLETED REQUEST FORM TO universityevents@jmu.edu

To be Completed by University Events

Date received in University Events: _____ Notes: _____

Date added to calendar: _____