



Basic Event Information

Department/ Affiliate:

Designated Rooms:					# of Tables/Chairs			
					High Tops	Round Table	6' table	8' Table
Passano Lobby	201	203	204					
205	206	214	215	216	Classroom	Chairs	Registration Table	
230	503	504	538	601	Linens Needed:			
603	604	634	1201	1222				
1243	1289	1301	1361	24A				
24B	24C	DC Student Commons		DC 117				
DC 109/110								

			Will Alcohol be Served?		Yes	No
			If yes, Is the liquor license on file?		Yes	No
Will Food be Served?	Yes	No				
Caterer Name(s):						
Arrival Time(s):						

Logistical Information

Audio/Visual Needs:

Audio

Laptop

Handheld Mic

Podium

Lapel Mic

Video Conferencing

On-Site Technician

Photography/Videography

Needs:

Yes

No

Event Signage Needs:

Will Guests Need Parking Validations?

Yes

No

If Yes, Number of Passes Needed:

Will VIP Guest(s) Be in Attendance?

Yes

No

Event Program/Timeline

Additional Information