



Campus Events Scheduling and Implementation Application

The Campus Events Scheduling Form will be required for all campus events outside of any normal campus activities. Please identify any special needs you request and provide a drawing of the required room set-up. If you plan to use campus food service, please indicate on the form. A copy of this form will be forwarded to maintenance and/or food service to better serve your needs. Each group is responsible for decorating for their event and picking up supplies following each event. Email the event form to Gloria Castillo at gcastillo@usw.edu (ex. 2177) and copy Steve Appel, sappel@usw.edu.

Event Name: Initiator:
Division: Event Point Person:
Campus: Room:
Date Order: Date of event:
 Beginning Time of event:
 Ending Time of event:

Maintenance/Setup Requirements:

Setup:	Day of Event	Day prior to Event
Clean up:	Day of Event	Day following event
Equipment:	Chairs	# of chairs
	Tables	# of tables
	Refreshment Table	Registration Table
	Lectern	Screen Other

IT / AV Requirement - Please fill out the IT / AV Request Form

Food Service Requirements: In-house Outside Source

Coffee Tea Ice Cups Food

Correspondence of Event: (Please provide a copy of correspondence for Events Office.)

Type of invitation: Formal Letter Flyer Reminder

Invitation List: Entire list VIP list Alumni Faculty/Staff Students
 Other _____

Advertising: Radio Television Newspaper

Budget Requirements:

Printing	Advertising	Food	Decorations	Miscellaneous