

# Event Worksheet

## Event Information

- Please check that this event's contract has been review by Legal Affairs and signed by the Vice President for Business and Finance. All contracted events on campus must be signed by the VP for Business and Finance.

## Event Information

Name of Event: \_\_\_\_\_

Date & Time of the Event: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Contact Person: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Company Email: \_\_\_\_\_

## Event Coordinator Contact Info

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Role at the University (circle):      Student                  Staff                  Faculty

## Hotel Information

Name of Hotel: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Reserved: \_\_\_\_\_

Reservation / Confirmation Code: \_\_\_\_\_

## Campus Resources

It is vitally important when having a contracted event that the appropriate campus resources are aware of the event. List below are the major resources. Depending on your event, there may be others. Consult with Campus Life x4027 or Public Services x2749 for additional event assistance.

\_\_\_ Facility Reservations (Public Services: (478) 445-2749 or online: <http://r25c.gcsu.edu>)

Location(s), Date(s), and Time(s) Reserved: \_\_\_\_\_

\_\_\_ Audio/Visual Needs - (478) 696-2092

\_\_\_ Physical Plant – (478) 445-4279

\_\_\_ Grounds (trashcans, cleaning grounds, things that might harm grass, trees, or plants)

\_\_\_ Electrical (things dealing with electric power)

\_\_\_ Hanging of Banners

\_\_\_ Custodial Services

\_\_\_ Other: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

\_\_\_ Public Safety – (478) 445-4054 (events with alcohol, events over 300 people, events where the public is invited, high profile or controversial speakers, where safety/security may be an issue, environmental concerns)

\_\_\_ Parking and Transportation – (478) 445-7433

\_\_\_ Auxiliary Services – (478) 445-1976 (any events where commercial items are being sold, any agreements with businesses coming on campus)

\_\_\_ Food Services – Sodexo Dining Services – (478) 445-3663 (off-campus food vendors cannot serve or sell food or alcohol on campus)

\_\_\_ Disability Services – (478) 445-5931 (all events must be accessible)

\_\_\_ Printing Services – (478) 445-4338 (design, typesetting, and duplication)

\_\_\_ Health Services - (478) 445-5288 (advice on possible health-related issues at an event)

\_\_\_ Technology – (478) 445-7378 (events that utilize the university's network or equipment)

\_\_\_ Other: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_