

Event Request Form (NOT for meeting spaces or tabling or Flight Deck)

Requester Information

Name

NSU Email Address

Organization/ Department Name

Phone Number

Event Information

Event Name

Event Date

Must be 15 business days in advance.

Start Time

End Time

Expected Attendance

Will there be vendors, Speakers, or Agencies at the event?

Yes

No

Event Description

Please provide a detailed description of your event.

Equipment Requests

Buildings and Spaces Request

ASA
DeSantis
University Center
Rosenthal
Mailman
Parker
Commons
Library
Other (write in notes)

Room or Space Name

Set-Up Date and time

***Please Note: You or a member of your organization MUST be present for the set up of your event.*

Break-down Date and Time

Equipment Requests

List the amount and names of items you may need:

(i.e. 10 tables, 20 chairs, stage, 1 popcorn machine)

**please note some items require extra paperwork, you may be contacted to discuss further*

**If you are requesting Pipe and Draping- please indicate the amount of sheets you will need. Please also note that your request for pipe and draping is not guaranteed*

Audio Visual Request

Projector
Laptop
Screen
Sound System
Podium
Microphone

Notes

List any additional notes for the a/v request

Event Space Layout

File Upload (8MB max)

Please upload a layout of your event.

Indicate the items you need within the diagram (i.e. chairs, stage, etc) and include electrical outlets if you're requesting electrical capabilities.

Advisor Permission

President's Name

President's Email

Advisor Name

Advisor Email