

EVENT PLANNING FORM

Contact [David J. Isern](#) by email for preliminary date, time and location availability.

After receiving confirmation of date, time and location, please fill out the following form and submit it to the **CoA Administrative Council** for review. Events scheduled by committees, organizations, or individuals – faculty and students, are tentative until confirmed by the Administrative Council. The Council will inform you of conflicts with the location and/or the date and/or the time. **Forms must be submitted two (2) weeks before the event and by the Wednesday of each week.**

Event Title

Speaker(s)

Preferred Location

Preferred Date

Committee/Organization Submitting Form

Contact and Email of Responsible Person

If food will be provided, please name the responsible party(ies) or caterer.

Room/Space Set Up Request

Contact [Dana Campbell](#) for specific room layout requirements that cannot be addressed here.

Lectern/Podium: Yes: No:

Number of Chairs: _____

Number of Tables: _____

Furniture Arrangement Description:

A/V Equipment Needs: (Projector, Projection Screen, Wireless Microphones, Microphone at Podium, etc.)

Contact [Maria Jeffery](#) for specific A/V requirements.

Budget Request

Contact [Gail Vandiver](#) for specific budget request or questions.