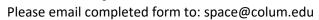
Event Request Form





Facilities and Construction

Today's Date:	
Requestor Name (First & Last):	
Event Organization (if applicable):	
Address:	
Requestor Current Title:	
Requestor Phone and Email:	
Are you an alum of CCC? If so, please write your Columbia ID # if known.	
If you are an Alum, are you a part of our <u>Alumni Network</u> ?	
Event Name:	
Event Description and Purpose:	
Are you partnering with a college department? (Y/N) If so, list the department and department contact	
Any notable celebrities or industry professionals involved? (Y/N)	
Requested Date(s):	
Event Start Time:	
Event End Time:	
Setup Time:	
Teardown Time:	

Preferred Location(s) (if known):
 If space is not known, Space & Scheduling will assist with locating a space.
 If preferred location is unavailable, Space & Scheduling will assist with locating a new space
Estimated Attendee Count:
Audience (private or open to students/alumni):
Additional Furniture Requirements:
Furniture availability is dependent on the space that will be used.
A/V Requirements:
Tech is dependent on the space that will be used.
Other Considerations (if any):