

# Event Request Form

Please email completed form to: [space@colum.edu](mailto:space@colum.edu)



Facilities and  
Construction

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

<p><b>Preferred Location(s) (if known):</b></p> <ul style="list-style-type: none"> <li>- <i>If space is not known, Space &amp; Scheduling will assist with locating a space.</i></li> <li>- <i>If preferred location is unavailable, Space &amp; Scheduling will assist with locating a new space</i></li> </ul>	
<p><b>Estimated Attendee Count:</b></p>	
<p><b>Audience</b> (private or open to students/alumni):</p>	
<p><b>Additional Furniture Requirements:</b></p> <p><i>Furniture availability is dependent on the space that will be used.</i></p>	
<p><b>A/V Requirements:</b></p> <p><i>Tech is dependent on the space that will be used.</i></p>	
<p><b>Other Considerations</b> (if any):</p>	