



# Ursinus College

## Protocol and Special Events

### Event Information:

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

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Space Request Submitted On: \_\_\_\_\_

Space Confirmation Received On: \_\_\_\_\_

**Resources:** *All requests MUST be placed a minimum of 2 weeks prior to event date*

Questions on what each resource offers? Visit the resource guide on our [website!](#)

Does this event require catering?  YES  NO

Catering Request Submitted On: \_\_\_\_\_

Does this event require technical support?  YES  NO

Event Technology Request Submitted On: \_\_\_\_\_

Tech Support Request Submitted On: \_\_\_\_\_

Does this event require facilities services support?  YES  NO

Facilities Services Request Submitted On: \_\_\_\_\_

### Marketing/Promotion:

Posted to events calendar?  YES  NO

Do I need to make a TV slide?  YES  NO

Do I need flyers?  YES  NO