

Event Request Form

Today's Date _____

Event Coordinator Information

First Name: _____ Last Name: _____

Phone: _____ Email Address: _____

Student Organization: _____

Faculty Advisor: _____ Account Number: _____

Event Information

Event Start Date _____ Event End Date: _____

Start Time: _____ End Time: _____

Event Name: _____

Type of Event:

Banquet Conference Competition Meeting

Reception Speaker Symposium

Event Set Up (for questions regarding set up contact building manager):

Banquet Classroom Theater Conference

Room/ Space Request

1st Floor Panza Maurer Law Library

3rd Floor Panza Maurer Law Library

Faculty Study

Faculty Terrace

Atrium

Other

Number of expected attendees: _____

AV Needs

Podium Projector Camera Recording Microphone

Parking Request

General Parking (outside NSU general guests)

VIP Parking (AC12 & AC13 – Alumni, Speaker, Judges, Special Guests)

Speaker(s)

Will there be a guest speaker? Yes No

Speaker Name _____