

Perimeter College Special Event Request

Event / Meeting Title:	
Department:	
Purpose:	
Event Date:	Event Time:
Contact(s):	
Telephone(s)	Email(s):

Event Type	Open to Public	College Only
Conference		
Lecture		
Dinner		
Luncheon		
Meeting		
Reception		
Training		
Vice Provost		

Target (type or who) Audience: _____ **Expected Attendee Quantity:** _____

Tablecloths _____ **Purpose:** _____ **Color: blue:** _____ **quantity** _____ **white:** _____ **quantity** _____

[Event Security](#) _____ **Parking Preferences:** _____ [Visitor Parking Request](#) **Event Signs** _____

[Project Form:](#) _____ **Graphic Design/Printing Services Required:** _____

Location Reserved? _____ **Location Preference:** _____

Room Design/Decorating: _____ **Event Sign(s)** _____ **Banners** _____ **Photo Wall** _____ [Pounce](#) _____

Budget Amount: _____ **Photographer Needed?** _____

[Perimeter Photographer Request:](#) commkit.gsu.edu/9958-2/

Publicity: **Social Media** _____ **Calendar** _____ **Perimeter Post** _____ **Campus TVs** _____ **Other** _____

[Facilities Requests:](#) **Lectern** _____ **Tables** _____ **Chairs** _____ **Maintenance and Building Services** _____

[Technical Requests/Audio /Visual:](#) **Microphone** _____ **Projector** _____ **Speakers** _____ **Livestream** _____

Food Preferences: **Lite fare** _____ **Refreshments** _____ **Picnic** _____ **Multi-course** _____

[Approved Caterers List](#) **Adult beverages** _____ [Request to Serve Alcohol](#)

Attire: **Formal:** **Black Tie** _____ **Business** _____ **Informal:** **Business Casual** _____ **College Casual** _____

The above blue live links connect with event services, however, these items specify who will do what:	
The Event Planner/Coordinator (PRMarCom)	The Client (Requestor/Department)

Client Signature _____ **Date:** _____

Event Signature: _____ **Date:** _____

Please Mail To Betsy Hardy