

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](http://commkit.gsu.edu/9958-2/): 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 Viola E. (Betsy) Hardy.