

Please fill out this form completely.

Type of Event Request: *

Event Planning

Event Consultation

Title of Event: *

Date of Event: *

Month Day Year



Event Start Time: *

Hour Minutes

Event End Time: *

Hour Minutes

Purpose of Event:

Preferred Location: *

Preferred Location 2: *

Estimated # of Guests:

*

Name(s) of Staff Member(s) Working the Event:

*

EVENT NEEDS:

Facilities (tables, chairs, coat racks, podium, etc.): *

Room Setup:

Mar Comm (Invitations, website, etc.): *

IT/AV (microphone, screen, videotape, conference call, etc.): *

**Catering Request (please specify: passed hors d'oeuvres, stations, beverages only, etc.)

Final count due to catering one week prior to the event.

Alcohol to be served? *

Yes - Beer & Wine only/Cash Bar

Yes - Full Bar/Cash Bar

n/a

Drink tickets? (Cost is approx. \$8-10/per ticket) *

Yes - 1 per guest

Yes - 2 per guest

n/a

Total Catering Budget:

*

To include all food, beverages, tablecloths, china, staff fees, etc.

Nametags needed? * **Nametag Fields: (the submitter is responsible to supply all information.)**

YES
NO

Class Year

Company/Affiliation

Boards

Photographer Needed? *

Photographer time frame:

YES
NO

Cost: \$150/hr, plus \$1/picture. Photos go to Dropbox.

Specific Photo Requests (ex. candid and/or posed; group shots; names of guests you'd like photographed, etc.):

RWU Shuttle: *

Valet Service: (approx. \$400-\$500)

YES
NO

YES
NO

**Reserved Parking needed:
(Bristol Campus only)**

Parking Lot: (Bristol) *

**Parking Spaces needed:
(Bristol)***

YES
NO

Validate Parking (Providence Campus Only) \$8.50/car:

YES
NO

GL# for parking Validation OR Lots 11/12:*

*Full name(s) of guest(s) for reserved or validated parking are due to Special Events one (1) week prior to the event.

INVITATIONS AND REGISTRATION:

Invites should be sent six (6) weeks prior to the event.

RSVP/Registration deadline is always one (1) week (working day) prior to the event.

Special Events is not responsible for creating registration forms or invitations unless they are Presidential.

Invitation Type: *

Creator/Supplier of invite: *

Who is sending invite? *

If Special Events is taking RSVP's, we must receive a proof for review prior to it being mailed.

Who will be supplying the invitation list? **

*

Registration Type: *

RSVP's to: *

Special Events (events@rwu.edu)

Registration/Event Fee? *

YES

NO

Registration/Event Fee (\$):

**If Special Events is collecting RSVP's or sending invites, we require a final invitation list prior to invitations being sent. The invitation list must be in Excel, in it's final format, and on one tab.

EXTERNAL GUEST SPEAKER INFORMATION

(if applicable):

Speaker Name(s):

Speaker's Title/Affiliation (ex. Dr. Betty Smith, CEO - Builders, Inc.):

Fee Type:

Speaker's Fee (\$)*

Travel Arrangements Needed:

Car Service

Hotel

Train

None

Flight

GL#

GL Name:

**Standard Engagement Agreement, Contract Review Form, and W-9 are required. Special Events will handle the paperwork once a formal agreement with the speaker is made.*

BUDGET INFORMATION

Your event cannot be executed without a GL#. The department requesting assistance is responsible for any budget transfers.

GL#: *

Amount \$: *

Your event request will not be accepted without a full GL#.

GL Name: *

If splitting final costs between GL#'s, please complete below.

Second GL#:

Second Amount \$:

Percentage

GL Name:

Name of Submitter: *

Phone Number *

Email *

Area Code Phone Number

example@example.com

PLEASE READ CAREFULLY:

Once this form is received, Special Events will create a logistics memo and send to the submitter for review. These logistics will include completed tasks, responsibilities of the department/submitter requesting, and deadlines. Please review logistics carefully. The submitter is responsible to request any additional needs outside of this form with advance notice.

A final logistics memo will be sent one (1) week prior to the event to the events support group.

Questions? Please contact events@rwu.edu or 401-254-3166

Office of Special Events:

Heidi Dagwan - Director of Special Events

Melanie Stone - Assistant Director, University Commencement & Special Events

Molly Brigan - Special Events Coordinator

Laura Kutsaftis - Special Events Program Administrator