

EVENT REQUEST FORM

All event support requests must be submitted **at least 2 weeks in advance for smaller events** (i.e. meetings, light refreshments only, etc.) OR **8-10 weeks in advance for larger events** (i.e. more than 50 people, catering required, all day or weekend events, etc.). Questions? Please contact Sunny Kerschenheiter for additional info. **313.596.0247**. Forms can be submitted to office #212 or via email at kerschsc@udmercy.edu

Event Title: _____

Date: _____

Start/End Time: _____

Location(s): _____

Have the room(s) been reserved? YES NO

Department/Organization Hosting Event: _____

Primary Contact: _____ Email: _____ Phone: _____

Description of Event: _____

Number of Attendees Expected: _____

Event Set Up Overview: _____

Parking/Public Safety Needs: _____

Building Hours: _____ Early open/Late close needed? YES NO

Food/Catering: _____

Total Food/Catering Budget: _____

IT/AV Needs: *Please check all that apply*

Computer _____ Presentation/PowerPoint _____ Projector/Screen _____

Skype _____ Conference Call _____ Video recording/streaming _____

Microphone (Type) _____ Podium _____ Speakers _____

Electronic Signage (i.e. screens in lobby, atrium) _____ Other _____

Any additional event needs (i.e. name tags, signage, volunteers, etc.) _____

NOTES: _____

Communication Plan: *Please describe all that may be needed. Contact Meghan Petiprin at petiprmm@udmercy.edu or (313) 596-9819 to discuss further.*

Detroit Mercy Law Upcoming Event Web Posting: *(please provide 3-4 sentence description/blurb of event)*

Web Page: _____

Online RSVP Page: _____

Press Release/Media Outreach: _____

Photographer Request *(please describe kind of photos desired)*: _____

Social Media: _____

Flyers/Posters/Postcards/Mailings/Printing: _____

Will a mailing list need to be requested from advancement? Please describe target audience for mailings. -

E-Communication: (e-vites, e-blasts, etc.) _____

Target audience to receive messaging.

___ Detroit Mercy Law Students ___ Alumni ___ Faculty ___ Admin ___ Legal Community _____ Other

Advertising (radio, digital, print): _____

Total Communication Budget: _____

Other: _____

NOTES: _____
