

DEPARTMENTAL SERVICES REQUEST FOR OUTSIDE EVENTS

FP&M: 515-294-0692 · FAX 515-294-9904

This form is used to help coordinate services needed for outside events. Please fill out and send to smallas@iastate.edu. Confirmation email will be sent after review of request.

Section I: Event Basics

Department Name: _____ Date of Event: _____

Title of Event/Activity: _____ Number of People Attending: _____

Set Up Time: _____ am pm Start Time: _____ am pm End Time: _____ am pm Teardown: _____ am pm

Location: _____ (FYI - Central campus consists of 3 areas: South Campanile, North Campanile or West Curtiss lawn. If event is on central campus, please use one of these areas to better describe the location.)

Section II: Event Coordinator (primary contact)

Name: _____ E-Mail: _____

Title: _____ Phone: _____

Section III: Type of Event (Check all that apply)

Conference/Seminar/Retreat Program Speaker BBQ or food event
 Other, explain: _____ If catered, who will provide this service? _____

Section IV: Pre-Event Services Planning

Facilities Services:

Yes	No	Is electricity needed? <i>*Not all outdoor sites have this available; charges may apply</i>	If yes, for what?
Yes	No	Will trash receptacles be requested? <i>*Recommend 1 container per 50 participants; charges will apply</i>	If yes, how many?
Yes	No	Will anything be staked into the ground (tents, signs, banners, etc?) <i>* A charge for locating underground utilities is required for anything staked into the ground and it requires 5 class days notification. *The contracted tent rental vendor for ISU is Celebrations @ 515-268-9333. This also includes table, chairs, staging, etc. All tents and other equipment need to be removed immediately after event. Some tents need to be inspected by EH&S (Scott Jarmon) @ 294-8610. Contact him at least 2 weeks out of event.</i>	If yes, what?

Contact Sue Mallas at 294-0692 or smallas@iastate.edu to schedule any of the above services at least 2 weeks in advance of event. Services may require an intramural for payment of services.

Section V: Event Description: Please provide or attach a brief description of the event/activity.

This form is to be used for outside department events only. Outside events still need to be reserved through Events Management office @ eventmanagement@iastate.edu or 515-294-1437. Or click on link <http://www.mu.iastate.edu/meeting-and-events/plan-an-outdoor-event/> for on-line request form.

Student events should be coordinated through the event authorization process. Here is the link, <http://www.sac.iastate.edu/eventauthorization/> to get you started with the process.