



# Worcester Polytechnic Institute

Date of Request (Today's Date)

## Event Details

Event Title

25Live Ref. #  
\*if available

Primary Date(s) Requested

Alternate Date(s) Requested

Event Start Time

Event End Time

What time does the room  
need to be set?

What time can the space  
be cleared?

Brief description:

Number of attendees

Is this event an occurrence  
within a series?

☐ NO

☐ YES:

Is it directly connected to  
another event on campus?

☐ YES

☐ NO

Will any external  
(non-WPI) guests attend?

☐ NO

☐ YES

If yes, what portion of your  
guests will be external?

☐ less than 50%

☐ greater than 50%

Will any VIPs be attending?

☐ NO

☐ YES:

Will any external speakers,  
performers, or artists be  
involved?

☐ NO

☐ YES:

If yes, provide a brief  
description of the content:

## Contact Information

Sponsoring Org./Dept.

Co-Sponsoring Org./Dept.

Primary Planning Contact:

Email

Phone

Secondary Contact:

Email

Phone

## Location & Setup

Preferred Location

Alternate Location

Will You need additional spaces, lounges, or breakout locations? If yes, please describe your needs:

If your primary or secondary location is outdoors, what is your inclement weather plan?

☐ Choose indoor location

☐ Will tent outdoor location

☐ Choose alternate date

Setup layout:

☐ Theatre seating

☐ Standing reception

☐ Banquet seating

☐ Empty room

☐ Classroom

☐ Other

Will food or beverage be served?

☐ YES

☐ NO

Have you submitted your request to Chartwells?

☐ NO

☐ YES, Order #:

Will alcohol be served?

☐ YES

☐ NO

If Alcohol will be served, what % of your guests will be age 21+?

☐ Less than 50%

☐ More than 50%

☐ 100%

## Technology & Supply Needs

Choose all that apply:

☐ Laptop

☐ Projector w/ screen

☐ Conference phone

☐ Amplified sound

☐ Podium

☐ Staging

☐ Handheld microphones

☐ Standing microphones

☐ Lavalier microphones

☐ Recording services

☐ Guest wifi access

☐ Supplementary lighting

☐ Supplementary power

☐ Easels

☐ Corkboards

☐ Flip charts & Markers

☐ Sandwich sign boards

☐ Pedestal sign holder

☐ Other

## Miscellaneous Services

Will your event require:

☐ Campus Police or EMS?

☐ City permits or waivers?

☐ WPI Marketing Materials

☐ Parking considerations?

☐ Signs, banners, or room decor?

☐ Special accessibility considerations?

☐ Transportation or housing for guests?