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? [ ]

Is it directly connected to another event on campus? [ ]

Will any external (non-WPI) guests attend? [ ]

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

Will any VIPs be attending? [ ]

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

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: [Blank]

Email [Blank] Phone [Blank]

Location & Setup

Preferred Location [Blank] Alternate Location [Blank]

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 [Blank]

Setup layout:

○ Theatre seating
○ Standing reception
○ Banquet seating
○ Empty room
○ Classroom
○ Other [Blank]

Will food or beverage be served?

○ YES
○ NO

Have you submitted your request to Chartwells?

○ NO
○ YES, Order #: [Blank]

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
☑ Lavaliere microphones
☑ Recording services
☑ Guest wifi access
☑ Supplementary lighting
☑ Supplementary power
☑ Easels
☑ Corkboards
☑ Flip charts & Markers
☑ Sandwich sign boards
☑ Pedestal sign holder
☑ Other [Blank]

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?