

EVENT REQUEST FORM
Office of University Events



Instructions: Use this form when you are requesting that the University Events office assist in the production of your event. This form serves as a request for event planning. An "Event Detail Summary" will be sent out when the event is confirmed and detailed planning begins.

Event Name: _____

Sponsoring College/Division/Department: _____

Contact Name: _____

Contact Phone and Email: _____

Host Information(ex: Provost, Dean, President Alger) _____

Event type:

- | | |
|--|---|
| <input type="checkbox"/> Reception | <input type="checkbox"/> Reunion |
| <input type="checkbox"/> Dinner | <input type="checkbox"/> Luncheon |
| <input type="checkbox"/> Golf Tournament | <input type="checkbox"/> Conference |
| <input type="checkbox"/> Program | <input type="checkbox"/> Auction |
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Event Consultation |

Event Date(s): _____

Location/Time: _____

Type of Audience/Groups to be Invited (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Student | <input type="checkbox"/> Faculty Emeriti |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Donors |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Prospects |
| <input type="checkbox"/> Board of Visitors | <input type="checkbox"/> Parents |
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Other _____ |

Estimated Attendance: _____

Budget code for event: _____

Presidential involvement?

- Yes Type: _____ No

Purpose of Event:

- | | |
|---|--|
| <input type="checkbox"/> Annual | <input type="checkbox"/> Recognition |
| <input type="checkbox"/> Dedication/Grand Opening | <input type="checkbox"/> Award/Celebration |
| <input type="checkbox"/> Cultivation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Stewardship | |

Detailed Description (Purpose) of Event. Please include theme/message idea:

 **Division Head Signature (Approval):** _____

EMAIL COMPLETED REQUEST FORM UniversityEvents@jmu.edu

To be completed by University Events

Date received in University Events: _____

Notes: _____

Date added to calendar: _____

UE Staff Assigned: _____

EVENT PROTOCOL/RESPONSIBILITIES



Responsibilities for both parties are outlined below.

University Events

1. Update Event Detail Summary (EDS) and send to Donna Burch and Sponsoring Dept./Division/College Contact Person
2. Event Logistics at Festival Center, ballroom
3. Invitation (design/text) if using one of UE's templates
 - a. Print*
 - b. Mail/Email
 - c. Invite appropriate VPs/SLT
4. Food/Catering* (SPEV logistics)
 - a. Ensure per diem rates are enforced if being paid from state budget
5. Room set-up
6. Décor, centerpieces*
7. Nametags* (production and distribution)
8. Shuttle/transportation*
9. Photography*
10. Parking
11. Audio visual set-up, equipment*
12. UE staffs the event (if Pres. Alger is hosting)
 - a. If co-hosting, sponsor department provides staff as well
13. Venue booking
14. Music/entertainment*
15. Email Post-Event Survey to Sponsoring dept.

• *Indicates expense paid for by the Sponsoring College/Division/Department*

Sponsoring College/Division/Department

1. Fill out Event Request Form and send to University Events (once received, EDS will be sent)
2. Speaking Engagement form - work directly with Donna Burch (568-6868 or burchde@jmu.edu)
3. Invitation list development
4. Review and approve SPEV contract and any rentals required
 - a. Ensure per diem rates are enforced
5. Invitation (design/text), if not using one of UE's electronic templates
 - a. Collect replies
6. Event Logistics at Arboretum
7. Program development (written approval of message/theme from Office of the President)
 - a. Timeline of event
 - b. Speakers invite and coordination
8. Script development (messaging)
 - a. Pres. Alger
 - b. Guest speakers
9. Social and Print Media/web materials
10. Audio visual set-up, equipment
11. Recruit and manage event volunteers
12. Assist with staffing the event (such as greeting guests, introductions, transportation needs, distribution of name tags and programs, and closing event)
13. Printed Program
 - a. Design
 - b. Develop content
 - c. Printing
14. Complete Post Event Survey