Event Detail Form

Name of Event: ____________________________ Date: ________________
Contact: ________________________ Department: _______________________

Event Agenda:
Set up by:
Event Start Time:
Event End Time:

Event Admission:
Ticketed:
Invitation:
Campus Only:
Open to Public:
Is there a fee?:
Amount ($):
Minimum Attendance Expected:
Maximum Attendance Expected:
How is this event being publicized?:

Set Up Requests:

Brick City Catering Requests (Please Check)

Will you need a liquor license? *Events that are not open to the public (invitation only with name tags) do not need a license.

☐ Yes
☐ No

☐ Continental Breakfast
☐ Served Breakfast
☐ AM Break
☐ Box Lunch
☐ Buffet Lunch
☐ Served Lunch
☐ PM Break
☐ Buffet Dinner
☐ Served Dinner
☐ Reception
☐ Other: _________________________________

*We will work with Cathy Rappazzo to establish menus through Catertrax.
Cathy Rappazzo
Brick City Catering
585-475-3995
cirfsa@rit.edu
Room Layout Requests:

Please specify desired room set up (Ex.: Classroom style, lecture, theater, u-shape, exhibits) for each activity:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

# of tables: __________

☐ No skirt or tablecloth
☐ Tablecloth only
☐ Tablecloth and skirt

Tablecloth Color(s): ______________________________

# of chairs: __________

# of coat racks: __________

Tech Crew and ETC Requests: (Indicate Number)

Will a video/movie be shown during your event?

Yes  No

Do you need internet service?

Yes  No

☐ Podium
☐ RIT Seal for Podium
☐ Visualizer (document viewer)
☐ Computer (Mac or PC)
☐ LCD Projector
☐ Screen
☐ TV
☐ DVD Player/Monitor
☐ Slide Projector
☐ Overhead Projector
☐ Podium Microphone
☐ Lapel Microphone
☐ Handheld Microphone
☐ Tabletop Microphone
☐ Sound System
☐ Stage (Size)
☐ Whiteboard
☐ Flip Chart
☐ Easel (pad and markers)
☐ Captioning
☐ Other

**Extras:**
☐ Signage
☐ Flowers
☐ Centerpieces
☐ Balloons

**Parking Requests:**
Number of Cars Expected: __________
Number of Handicap Spaces Needed: __________
Number of VIP Spaces Needed: __________

**Interpreting Services:**
Does your event require an interpreter?
Yes  No

**Signage Requests**
Do you want parking directional signage for your attendees?
Yes  No
Do you want internal directional signage for your attendees?
Yes  No

**Public Safety Requests**
Do you have any security needs?