

EVENT FORM FOR MESAAS FACULTY

Please answer all questions and submit to the Dept Chair and to Jessica Rechtschaffer (jr650) and Charles Jester (cpj2104) at least a month prior to the event. If you are requesting funding, you must submit a detailed budget in addition to this form.

Title of event: _____

Date: _____

Time (start time and anticipated end time): _____

Will this event take place after 5:00pm or on a weekend? _____ If so, there will be a charge for a Security Guard which is required by the university.

Estimated audience size _____

Other departments co-sponsoring event and amount of sponsorship: _____

Will this event be open to non-Columbia affiliates and/or student groups? _____

Audio-Video needs (including projection, microphones, laptop computer, DVD player):

Will food be served? _____ Please note Facilities will charge for clean-up of food.

Are flyers or posters needed? Who is responsible for producing them?
