REQUESTING DEPARTMENT

ACCOUNT NUMBER

CONTACT PERSON

TITLE OF EVENT:

DATE(S) OF EVENT:

TIME(S) OF EVENT:

LOCATION:

NUMBER OF ATTENDEES:

SET UP ROOM BY:

SERVICES NEEDED:

REQUESTS SHOULD BE RECEIVED IN WRITING BY EVENTS SUPPORT OFFICE TWO (2) WEEKS PRIOR TO EVENT.

Columbia University - CUF Campus Operations

Events Administration

Service Request Form

Date of Request

Requesting Department

Account Number

Contact Person

Constructor/Grounds

Clean Up (Before and/or After) with time(s) if determined

Special FS, HVAC, VT requirements

Carpentry

(Hang/remove banners, erect stages)

Electrical Support

(assist Caterer, DJ, Microphones, A/V equi.)

Coat Attendants

Laborers

(Set up and breakdown)

Rental Furniture Required

- i.e., tables, chairs, linens, etc. (attach plan of)

1) It is Requestor's responsibility to make access arrangements for support staff, caterers and guests with the Venue Manager in charge of the event rooms and Security for Campus and building access for events held or requiring setup before 9:00am and after 5:00pm on weekdays and at any hour during weekends/holidays.

2) Requestor is responsible for all lost/stolen equipment/furnishings.

3) Academic Operations does not supply A/V equipment, easels, black or white boards an/or any office/meeting supplies.

1/28/2013