Contact Person ___________________________________________ Today’s Date ________________

Full Name of Organization (No acronyms) __________________________________________________________

Phone Number ____________________________ Email Address ____________________________________________

Name of Event/Meeting ___________________________________________

Description of Event/Meeting ___________________________________________

Date(s) of Event/Meeting ____________ Day(s) of the Week ____________ Estimated # of Attendees ____________

Start Time _______________ End Time _______________

Set-up Time (optional) _______________ Clean-up Time (optional) _______________

ROOM/LOCATION ____________________________________________

Provide Alternatives

________________________________________________________________________________________

PLEASE CHECK ALL THAT APPLY

_____ Admission Charged _____ Food Served

_____ Alcohol Served _____ Film Viewing

_____ Catering _____ Non W&M guests are attending

_____ Event is a fundraiser _____ Security Needed

_____ Event is open to the campus community _____ Contract with an artist or speaker will be signed

_____ Event is outdoors _____ DJ/Band

If yes, fill out the Description Form for Outdoor Events and refer to Outdoor Event Guide for further action.

NAME OF SPEAKER ____________________________________________

TIPS FOR SCHEDULING

• Please print & write clearly

• If you are graduating please list an alternate contact for the Spring semester

• No Greek letters or acronyms of organization names

• List alternate rooms, dates and times

• Prioritize your events in the order you’d like them to be scheduled

• Fill in all blanks

• Tabling in Sadler Center & Campus Center are scheduled using this form as well. (You can schedule either the Sadler Center or Campus Center (not both) for up to 5 consecutive days per event.)