



Brandeis University

INTERNATIONAL BUSINESS SCHOOL

STUDENT EVENT REQUEST FORM

Please complete the form and return it to Pam Frontino in Student Services. Please note this is a request and the space is not reserved until confirmation is received.

All requests should be made no less than **2 WEEKS** prior to the event.

Name of Organization:			Today's Date:	
Name of Event:			Staff Member involved in the event:	
Date of Event:	Start Time:	End Time:	Number of people expected to attend:	
Contact Person:	E-mail:	Phone #:	Club Position:	
Description of event (Please include the <u>speaker's name</u> , <u>title</u> and <u>company</u>) :				
If you know the speaker is a Brandeis Alum or donor, please indicate this here:				
Are there any faculty members involved? If so, please list names:				
Which venue would you like to use? (Please number in order of preference)				
___ Lee Hall ___ Lemberg 54 ___ Alumni Common Room ___ Sachar 115				
___ International Hall ___ Lemberg 55 ___ Chancellor's Suite ___ Other (Please indicate below)				
Is specific equipment needed (e.g. microphones, etc.)? Please list here:				
Will you be serving food? 1. Lunch 2. Dinner 3. Morning/Afternoon Refreshments	Do you need tables and chairs?	How many tables are needed?	How many chairs needed?	

(Signature)

(Date)