

Please complete the information on the form below. Once completed, send the form to event\_services@wright.edu or, fax it to (937) 775-5527. If you have questions regarding the form, please contact us at (937) 775-5512.

## **Event Services & Youth Programs Event Request Form**

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### **Requesting Client Information**

College/Department/Organization Name:

Banner FOP #:

Contact Name:

Contact Phone:

Contact Email:

*(Secondary Contact can be added below)*

Contact (2) Name:

Contact (2) Phone:

Contact (2) Email:

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### **Event Request Details**

Event Name:

Brief Description for Public View:

Event Type:

Fee to Attend:

Event Date(s):

Event Date Note:

Event Time(s):

**(Include Start & End Times)**

Event Time Note:

Anticipated Number to Attend:

Attendee Type:

Preferred Event Location:

Youth/Minors in attendance?

Seating Type:

Room Setup Style:

*(If Special Setup is selected or you have specific needs, please share details here.)*

Room Setup Note:

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### **Other Services Details (Fees may apply)**

Do you need Audio Visual Services?

If yes, what equipment/services do you need?

Do you need Catering Services?

If yes, your contact info will be shared with Catering Services to start the order process.

Do you have any other special needs or information you want share for this event?