

Event Request Form
Rowan University Sponsored/Hosted Event

Please complete this entire form and return it to: Jennifer Gradzki, Coordinator, Office of Conference & Event Services
Student Center Room 205 ~ Phone: (856) 256-5446 ~ Fax: (856) 256-5605

Today's Date _____

1. Name of Organization _____
A. *Type:* Profit, Non-Profit, Educational, Cultural, etc. (Circle/Highlight/Underline one)

2. Name of Event _____
A. Has space already been booked? If yes, where? _____
If no, do you have a preference? _____ If yes, where? _____
B. Type: Conference, Workshop, Performance, Etc.: _____
C. Is this an annual event? _____
D. Open to whom? _____
E. Anticipated number of attendees? _____
F. Who will the majority of the audience be? _____
1. Will Rowan Students be there? _____
2. Are Rowan student required to attend as a part of a class? _____
G. Program led by whom? _____
H. Fees to be charged to attendees? _____
1. If so, where is this money going? _____
2. If so, will money be collected at the door? _____

3. Date (s) For Program: _____
Time Started _____ Time Finished _____
Set Up Time: _____ Clean Up Time: _____
Alternate Date (s) _____ Alternate Time (s) _____

(If performance)

Rehearsal Dates/Times: _____

Performance Dates/Times: _____

Intermission length: _____ Length of program: _____

4. Briefly describe the purpose of your event.

5. What role does your department play in the organization, coordination, or supervision of the event?

6. What is your and/or the University's relationship to the organization you are working with?

7. Briefly describe your facility, equipment, and labor needs.

8. Name of Person (s) in Charge (*on campus*) _____
Title _____ Department _____
Phone _____ Fax _____ E-Mail _____

9. Name of Person (s) in Charge (*external*) _____ Title _____
Organization's Address _____
Phone _____ Fax _____ E-Mail _____

To be completed by the internal University department/contact person. Additional information is needed in order to determine the classification of your event based on the parameters set forth in the Facilities Usage Policy. The Office of Conference and Event Services will contact the outside organization after this form is completed.