



To confirm your event details, please complete the form below. The Events Team will contact you for any additional details. All fields must be completed to confirm your request.

EVENT INFORMATION

Event: _____

Building: _____

(Please specify if your event is taking place in Ida Noyes Hall or International House)

Table with 5 columns: Day/Date of Event, Access Time for Set-up/Breakdown, Event Begins/Event Ends, Room Requested, Attendance Anticipated

SET-UP INFORMATION

Table with 4 columns: Room/s Requested, Date MM/DD/YY, No. of Tables No. of Chairs (specify round or 6ft table), Additional furniture needed/Setup Style Theatre, banquet, reception, conference, etc

AUDIO / VISUAL NEEDS & OTHER SERVICES

Table with 4 columns: Room/s Requested, Day/Date of Event, Audio Equipment/Service, Additional Notes

CONTACT INFORMATION

Organization/Client: _____
Organization: _____
Address: _____
Contact Name: _____ Position: _____
Email: _____ Phone: _____
Fax: _____

SECONDARY CONTACT INFORMATION

Organization/Client: _____
Organization: _____
Address: _____
Organization/Client: _____
Contact Name: _____ Position: _____
Email: _____ Phone: _____



Fax: _____

BILLING INFORMATION

[For University of Chicago Departments and Student Organizations]

Billing Name: _____

University Account No. (This should be a 10 digit number)

____ - ____ - ____ - ____ - ____ - ____

TYPE OF GROUP

[Please check (X) as it applies to you]

UC Dept

RSO (Students)

Non-University (Corporate/Private)

Event Description: (Please provide a brief synopsis of your event, including the Guest(s) of Honor, what communities will be invited, special circumstances like security, will alcohol be served, etc.)

VIP Invited Guests/Speakers: (Please list any VIP, Special or High Profile guests that have been or that your group plans to invite to attend or participate in the event) *Please speak with an Office of Event Services Event Coordinator to review our High Profile Event Checklist if applicable.*

Marketing Materials to be used: _____

Social Media Resources (Please provide URL - i.e. Website, Facebook, Twitter, etc...)

**FORM MUST BE COMPLETED AND RETURNED VIA EMAIL TO CONFIRM YOUR RESERVATION.
THANK YOU!**