



## Event Inquiry Form

### Client Information

First Name <input type="text"/>	Last Name <input type="text"/>	<b>University Affiliation</b> <input type="radio"/> Administrator <input type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Student <input type="radio"/> None	<b>U of R Campus</b> <input type="radio"/> Eastman <input type="radio"/> Medical Center <input type="radio"/> Memorial Art Gallery <input type="radio"/> River Campus <input type="radio"/> Other
Email Address <input type="text"/>	Phone Number <input type="text"/>		

**Would you prefer we contact someone else for more information?**

<input type="checkbox"/>	Name <input type="text"/>	Email Address <input type="text"/>	Phone Number <input type="text"/>
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### Event Information

Event Name <input type="text"/>	Estimated Number of Attendees <input type="text"/>		
Requested Event Date(s) <input type="text"/>	Setup/Start Time <input type="text"/>	Teardown/End Time <input type="text"/>	Event Location(s) <input type="text"/>

**Please answer the following questions to help identify necessary information and needs for your event.**

### Facilities Needs

General Session/Plenary Room  Yes  No

General Session set up:  Theater  Classroom  Banquet  Other

Are breakout rooms required?  Yes  No

Number of breakout rooms:  Capacity required for each

Breakout room set up:  Theater  Classroom  Banquet  Other

Room preferences (if any):

Other facilities needs (exhibit space, poster sessions, etc.):

### Catering Needs

Do you require food service?  Yes  No

Will you be serving alcohol at your event?  Yes  No

If yes, type of food services required?

<input type="checkbox"/> Cafeteria style	<input type="checkbox"/> Catered meals
<input type="checkbox"/> Breakfast	<input type="checkbox"/> Refreshment Break
<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner

## **Concert Office Needs**

Will there be a concert performance?

- Staging Diagram - yes (attached to email)  
 Staging Diagram - n/a

Is this a ticketed event?

- Yes  
 No

Will there be printed programs?

- Yes  
 No

Will there be merchandise sales  
(cd's, books, etc.?)

- Yes  
 No

Staging/Concert requirements

If yes:

- Ticket sales through Eastman Theatre Box Office?  
 Ticket sales through other outlet?

If yes, who is producing and providing programs?

If yes, who will be providing merchandise?

## **Equipment Needs**

Do you require equipment rental?

- Yes  
 No

If yes, type of equipment required?

- Tables  Poster walls  
 Chairs  Linens  
 Other

## **Technology and Media Production Needs**

Would you like your event to be recorded  
(Audio and/or Video?)

- Yes  
 No

Does your event need Sound Reinforcement?

- Yes  
 No

Does your event need Audio Visual Support?

- Yes  
 No

Do you have any other T&MP requirements?

- Yes  
 No

If yes, please provide additional information:

## **Housing Needs**

Do you require on-campus housing?

- Yes  
 No

If yes, how many rooms?

Single  Double

Do you require hotel accommodations?

- Yes  
 No

If yes, how many rooms?

Single  Double

## **Additional Information**

Will the event be open to the public?

- Yes  
 No

Will there be an admission and/or registration charge?

- Yes  
 No

Do you have any Security needs (locking, unlocking rooms, etc.):

Please indicate any sources of funding established for this event:

Please complete this form and save as a pdf document.

Email to: [wborden@esm.rochester.edu](mailto:wborden@esm.rochester.edu), and include the completed pdf document as an attachment.