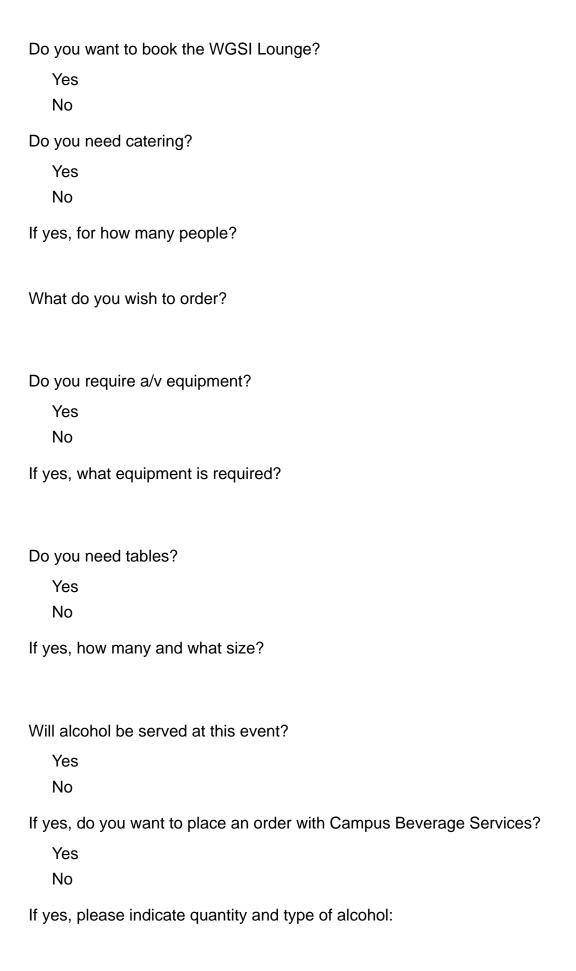# WGSI Event Form

This form is to be completed by University Faculty, Staff, Students and WGSSU members to submit event details to WGSI, as well as requesting to book the WGSI Lounge.

A confirmation of your booking will be sent to the e-mail address provided as soon as possible. Please submit your room booking request at least three days in advance of the event.

Contact Information
Please note the person named on this form is deemed to be responsible for the event and the attendees.

Name:

Department:

Email:

Phone number:

Event Information

Event Name:

Event Date:

Is this a recurring event? Please list all the dates you wish to book. (MM/DD/YYYY):

Event Start Time:

Event Finish Time:

Do you want this event posted on the WGSI website?

Yes

No

Do you want to book the WGSI Lounge?

    Yes

    No

Do you need catering?

    Yes

    No

If yes, for how many people?

What do you wish to order?

Do you require a/v equipment?

    Yes

    No

If yes, what equipment is required?

Do you need tables?

    Yes

    No

If yes, how many and what size?

Will alcohol be served at this event?

    Yes

    No

If yes, do you want to place an order with Campus Beverage Services?

    Yes

    No

If yes, please indicate quantity and type of alcohol:

If yes, do you need bartenders?

    Yes

    No

Will an admission or registration fee be charged, or a donation collected for admission to this event?

    Yes

    No

Event Purpose:

Please provide a general description of the purpose of the event if this information is not obvious in the event name (i.e. planning meeting, special event, reception, information seminar etc.)

SUBMIT