



Events and Conference Services  
Department/Staff Event Request Form

**TODAY'S DATE:** \_\_\_\_\_

Please complete this form to request a facility reservation for **University Events** and **University Meetings ONLY**. The form will route to ECS once you hit **SUBMIT** below. PLEASE NOTE: A SUBMITTED REQUEST DOES NOT CONSTITUTE AN APPROVAL TO USE SPACE. PLEASE WAIT FOR EVENT CONFIRMATION BEFORE MOVING FORWARD WITH YOUR EVENT PLANS. Once received, Events & Conference Services will process your request and respond with approval or denial within 3 business days. Additional cost associated with event will be charged to the department the Monday prior to the event date.

**Have you received approval from your supervisor AND Division AVP/VP to proceed with this event?**      **YES**      **NO**

Sponsoring Department/Organization and Division: \_\_\_\_\_

Event Point of Contact: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Event & Event Description \_\_\_\_\_

Is this event being held for Coppin constituents ONLY?      YES      NO  
Is this event in partnership with a NON-CSU Department?      YES      NO  
If YES, what is the name of the Organization? \_\_\_\_\_

Event Date: \_\_\_\_\_ Estimated number of attendees: \_\_\_\_\_

Is there a fee to participate in the event?      YES      NO \_\_\_\_\_

Is the event open to the public?      YES      NO      If YES, please describe target audience: \_\_\_\_\_

Set Up time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Requested Space #1: \_\_\_\_\_

Requested Space #2 (If Applicable): \_\_\_\_\_

Space Set up Request: NOTE: All Spaces, unless otherwise noted, will be used in their **STANDARD SET-UP**  
*You will be required to submit an Events Set-up form (available on our website) once you receive confirmation of your event.*

Audio Visual: **(Choose One)**

AV Package 1 (Laptop, projector, and screen)

AV Package 2 (Laptop, projector, screen, microphone, and podium)

AV Package 3 (Laptop, projector, screen, microphone, panel, and podium)

Will Food be served at your event?      YES      NO

*All catering must be coordinated through Coppin Dining Services. Please call 410-951-1229 or email*

[coppincatering@thompsonhospitality.com](mailto:coppincatering@thompsonhospitality.com) for assistance. All events serving food are subject to additional housekeeping charges.

Are any outside visitors attending this event?      YES      NO

Please contact Parking Services to coordinate your campus parking needs 410-951-3556

I authorize the event listed above and affirm that it complies with CSU Campus Space Usage Policies. I authorize billing for all necessary charges associated with the execution of this University event.

PeopleSoft Account Information

Name of Manager/Director/Chair:

Name of Division AVP/VP: