

Event Set-up Request Form

Events and Conference Services

Telephone (410) 951-3571

EventServices@Coppin.edu

Have you received approval from your supervisor/department for this request? YES NO

*Deadline to submit event requests is 10 days prior to the start of the event. A floor plan **must** be attached to each request that requires the room set-up to be altered.*

Some requests may require additional services that will be the financial responsibility of your department. Submitting this form indicates that your department accepts all financial responsibility & has reviewed, understood, and agreed to adhere to all policies.

Date of Request:

Name of Person Completing Form:

Department:

Extention/Phone#:

Event Location (Building & Room):

Name of event:

Description of work required:

Date of Event (if applicable):

Start time (if applicable):

End time (if applicable):

Request to be completed by (date & time; not ASAP):

Anticipated # of attendees:

Will decorations be used:

click below to attach floor plan

Decorations (including balloons) should be free-standing and removed at the end of the event by your department.

Additional info:

Name of Department/Division Head:

Department/Division Head Email:

A copy of this form will be sent to the email address provided above

Click here to submit form

EVENT & CONFERENCE SERVICES USE ONLY

****REQUEST NUMBER MUST BE ADDED BY ECS BEFORE JOB CAN BE PERFORMED****

ASSIGNED TO: _____

REQUEST#: _____

TIME STARTED: _____

DATE RECEIVED: _____

TIME COMPLETED: _____

ECS LOG ENTRY: _____

DATE COMPLETED: _____

INITIALS: _____

DESCRIPTION OF WORK PERFORMED: