

College of Visual Arts Event Request Form

If you are organizing an event on campus, please fill out the event request form below. Submit completed forms to Nancy DeBernardi (nancyd@cva.edu). Forms must be submitted at least **seven** days prior to the event in order to coordinate room reservations and maintenance requests. You will be contacted should your request be denied, or if there are room changes or conflicts.

Person in Charge of the Event: _____

Name of the Event: _____

Date: _____ Time: _____

Brief Description: _____

Expected number of participants: _____

Room Request (building and room): _____

Signature: _____ Date: _____

*** All rooms must be returned to their original set-up, clean and ready for class. ***

For events requiring *set-up* or *occurring after hours* please fill out the following...

Special Room Set-up / Requirements*:

Is this event scheduled outside of regular building hours?

If so, who is in charge of opening/closing building and setting the alarm? (Must be CVA employee)

Who is responsible for set-up and clean-up?

Include this event on the calendar (published on www.cva.edu):

Title: _____ Place: _____ Time: _____

For office use only:

- Nancy
- DJ
- Shawn
- Demeri
- Rosie
- Elyan