



## Internal Event Request

*For questions or to set up pre-event meeting,  
contact Lynette Johnson at [ljohnson@smumn.edu](mailto:ljohnson@smumn.edu)*

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### Contact Information:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Email

### Event Details:

\_\_\_\_\_  
Name of event

\_\_\_\_\_  
Preferred date(s)

\_\_\_\_\_  
Is this date flexible?

\_\_\_\_\_  
Please list other dates if preferred date is unavailable

\_\_\_\_\_  
Estimated number of attendees

\_\_\_\_\_  
Time frame of event (ex. 7 a.m. – 10 a.m.)  
*please include setup and clean-up time*

Who do you want to attend? *(select all that apply)*

- ☐ prospective students
- ☐ current students (undergrad | SGPP )
- ☐ faculty/staff
- ☐ alumni
- ☐ benefactors
- ☐ parents of students
- ☐ campus specific ( Winona | Rochester | Minneapolis )
- ☐ broad community — open to the public
- ☐ Other: \_\_\_\_\_

What type of event do you want to hold?

- ☐ guest speaker/lecture
- ☐ award ceremony
- ☐ banquet/reception
- ☐ conference/summit
- ☐ other: \_\_\_\_\_

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Preferred location (ex. Toner Lounge, AH 200), List all requested rooms

*Any changes to event needs related to setup, attendee numbers, or event cancellation,  
please notify Event Services at [eventservices@smumn.edu](mailto:eventservices@smumn.edu).*



## Event Needs:

Will you have catering at your event? \_\_\_\_\_

*\* Please note: Once your event is confirmed, you will need to contact Chartwells directly to place your catering order. Tablecloths for round tables and linens for banquets should be requested through Chartwells with your order.*

Technology needs:

\_\_\_\_\_ Microphone

\_\_\_\_\_ Other

\_\_\_\_\_ Screen/Projector

\_\_\_\_\_ Sound System

Set up needs (Please Indicate Number of Items):

*If you are unsure of a quantity to request, please mark the category with an X and event services will confirm with you how many are needed.*

\_\_\_\_\_ 8ft Banquet Table(s)

\_\_\_\_\_ Round Table(s)

\_\_\_\_\_ Chairs

\_\_\_\_\_ Podium

\_\_\_\_\_ Bistro Table(s)

\_\_\_\_\_ Spandex Tablecloths (*no food/drinks*)

\_\_\_\_\_ Easel(s)

\_\_\_\_\_ Large Trash Can(s)

Do you need support at your event from Event Services staff?

What sort of assistance would you like from Event Services staff?

Please explain how you would like your room set up:

(ex. Podium up front by projector with 60 chairs presentation style)

*Please outline the full details of your room set up needs — even if it is the same as last year.*

Are there opportunities to partner with Marketing and Communication related to this event?\*

*\* Please note that any content being distributed externally always needs to be proofed by MarComm prior to release.*