

UIS College of Public Affairs and Education

Event Planning Form

Event Title:

Brief description of event:

What is the purpose of the event?

Day(s) / Date(s) of Event:

Start time:

End time:

Anticipated number of attendees:

Who will be attending?

Faculty

Staff

Students

*External Participants:

**If minors will be attending, then a ["Protection of Minors Event Form"](#) must be completed and submitted to UIS HR at least 30 days prior to the event.*

Will there be speakers/guests?

Yes

No

Will the event need to be recorded, streamed or participants Zooming in?

Yes

No

If the event will be recorded, has the event leader obtained permission from speakers/guests to record this event?

Yes

No

Will the event be sponsored by other units on Campus?

Yes

No

If it will be sponsored by other units on campus, please complete the following:

Co-sponsoring Unit Name(s)	Type of involvement	Contact Info	CFOP (if necessary)

Will there be food/drink?

Yes

No

If yes, please complete the following:

Food will be ordered from [UIS Catering Services](#)

Food will be ordered from an external source – [food service waiver must be approved](#).

If alcohol will be served, [the Alcohol Authorization Form](#) must be approved.

Options to publicize the event (choose all that apply):

- Create flyer (G.A.s or Associate Online Advisors can assist with this)
- Notify students about the event (Academic Advisor / Associate Online Advisor)
- Post to unit social media (Unit Leader or Associate Online Advisor)
- Post to college social media (CPAE Administrative Assistant)
- Post to UIS and/or Unit website calendar (Web G.A.)
- Campus Announcements (Unit Administrative Aide)
- CPAE Blog Post - The Capitol Connection (CPAE Administrative Assistant)
- Email to alumni (through Advancement) (Advancement)
- Other

Preferred location ([UIS space reservation options](#)):

If Student Union, choose preferred rooms:

- | | | | |
|-------------------------|-----------------------|---------------------|----------------|
| Full Ballroom | Central Ballroom 224 | North Ballroom | South Ballroom |
| Meeting Room 226 B | Meeting Room 225 A | Pre-Function Area | |
| Glass Conf. Room 228 | Glass Conf. Room 235 | SLC Conference Room | |
| SLC Multi-purpose space | Full SLC space | Meeting Room 223 D | |
| Meeting Room 222 C | North Entrance Tables | North Patio | |

Special parking arrangements needed: Yes No

If yes, [contact UIS Parking](#) to discuss reserving spaces/lots and costs if applicable.

Select preferred set up option:

- | | | |
|-------------|------------|-------------------------------|
| Banquet | Theater | Conference (closed rectangle) |
| Open Square | Conference | U-Shape Conference Workshop |

Additional set up requests:

- | | | | |
|--------|------------|----------------|-----------|
| Podium | Microphone | Check-in Table | HDMI cord |
|--------|------------|----------------|-----------|

Admission charged to event? Yes No

Sponsoring Unit (*Choose one*): Registered Student Organization Faculty/Staff Other

Will the event incur costs? Yes (*Attach approved Expense Request Form*) No

Contact Information for Event Leader:

- Name: _____ Title: _____
- Phone #: _____ Email: _____