

# SPECIAL EVENT/SEMINAR/WORKSHOP/CONFERENCE FORM

COMPLETE FORM AT LEAST ONE WEEK PRIOR TO EVENT AND EMAIL TO: [activities@Ideo.columbia.edu](mailto:activities@Ideo.columbia.edu)

1. NAME OF EVENT: \_\_\_\_\_ APPROX. # OF ATTENDEES: \_\_\_\_\_

2. NAME OF PERSON(S) COORDINATING EVENT: \_\_\_\_\_ CONTACT #: \_\_\_\_\_

\_\_\_\_\_ CONTACT#: \_\_\_\_\_

3. DATE(s) OF EVENT: \_\_\_\_\_ WEEKDAY \_\_\_\_ WEEKEND \_\_\_\_

4. LOCATION OF EVENT (LIST ALL BUILDINGS AND ROOM #):

\_\_\_\_\_

5. NUMBER OF EXTERNAL PERSONS\* \_\_\_\_\_

6. HOURS OF EVENT: \_\_\_\_\_

MONDAY-FRIDAY (9-5) DOES ANY BUILDING NEED TO BE UNLOCKED PRIOR TO 8 AM?

YES \_\_\_\_\_ NO \_\_\_\_\_ BUILDING \_\_\_\_\_ WHAT TIME TO UNLOCK \_\_\_\_\_

MONDAY-FRIDAY (9-5) DOES ANY BUILDING NEED TO STAY OPEN PAST 6 PM?

YES \_\_\_\_\_ NO \_\_\_\_\_ BUILDING \_\_\_\_\_ WHAT TIME TO RE LOCK \_\_\_\_\_

## WEEKENDS OR HOLIDAYS

WHAT BUILDING(S) NEED TO BE UNLOCKED AND WHAT TIME:

\_\_\_\_\_

WHAT BUILDING(S) NEED TO BE RE LOCKED AND WHAT TIME:

\_\_\_\_\_

7. METHOD OF TRANSPORTATION (INCLUDING EXTERNAL PERSONS, HOTEL VANS , LIMOS OR BUSES)INDICATE IF BUS WILL REMAIN ON SITE:

\_\_\_\_\_

\_\_\_\_\_

\* ALL EXTERNAL PARTICIPANTS THAT ARE DRIVING THEIR OWN VEHICLES ONLY NEED TO INFORM THE FRONT GATE GUARD THE NAME OF THE EVENT THEY ARE HERE TO ATTEND AND THEY WILL BE GIVEN ACCESS TO THE GROUNDS. WE DO NOT NEED LIST OF ATTENDEES, UNLESS VIPS REQUIRE SPECIAL ASSISTANCE

**MUST COMPLETE NEXT PAGE**

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8. OUTSIDE VENDORS FOR EVENT INCLUDING CATERERS, TIME OF ARRIVAL AND DEPARTURE:

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**NOTE:** ON WEEKENDS OR AFTER 7 PM WEEKDAYS THE CATERER OR THE DESIGNATED PERSON COORDINATING THE EVENT WILL NEED TO CLEAN AREA OF ALL GARBAGE AND BRING GARBAGE TO THE COMPACTOR. THE GUARD WILL GIVE THE KEY TO THE CATERER/COORDINATOR FOR THE COMPACTOR. RETURN TO GUARD WHEN DONE. THERE ARE NO CLEANERS WORKING ON WEEKENDS OR AFTER 7 PM DURING THE WEEK. TRASH SHOULD NEVER BE LEFT OUTSIDE DUE TO ANIMALS.

## ADDITIONAL REQUIREMENTS

YES

NO

|                               |  |  |
|-------------------------------|--|--|
| Electric Power                |  |  |
| Tables/Chairs                 |  |  |
| Coat Rack/Hangers             |  |  |
| Room set up                   |  |  |
| Tents                         |  |  |
| Cooking facilities            |  |  |
| Alcoholic Beverages           |  |  |
| Parking/Signage               |  |  |
| Additional Custodial Services |  |  |