

# LDEO EVENT PLANNING TOOL

(Complete form at least one week prior to event and e-mail to: [activities@Ideo.columbia.edu](mailto:activities@Ideo.columbia.edu))

**NAME OF EVENT:** **Approx. # of Attendees:** **Approx. # of External Persons:**

Person(s) Coordinating Event and Contact Numbers \*:

*\*Person(s) Coordinating Event are responsible for Safety & Security for After-Hours Events*

**DATE(S) OF EVENT:**

**Weekdays**

**Weekends**

**LOCATION OF EVENT (List ALL Buildings and Rooms):**

***NOTE: LDEO Employee is responsible for reserving Seminar Room(s) for their event.***

## **HOURS OF EVENT**

**Does Any Building Need To Be Unlocked Prior to 8AM (Monday-Friday Reg. Business Days):**

**Yes**

**No**

**If Yes, list building(s) and Unlock Time requested:**

**Does Any Building Need to Stay Open Past 6PM (Monday-Friday Reg. Business Days):**

**Yes**

**No**

**If Yes, list building(s) and Relock Time requested:**

**For Weekend or Holiday Events, list Building(s) and times requested for Unlock and Relock**

# LDEO EVENT PLANNING TOOL (Cont'd)

**METHOD OF TRANSPORTATION** (including External Persons, Hotel Vans, Limos, Buses, etc. If Bus, please indicate if Bus will remain on site:

**Note:** All external participants that are driving their own vehicles only need to inform the front gate guard the name of the event that they are here to attend and they will be given access to the grounds. We do not need a list of attendees, unless VIPS require special assistance.

**CATERING SERVICES**

None Required

Lamont Cafeteria (Pierce & Dunhill)

Other

If other, List Name of Catering Company

**NAME OF ANY ADDITIONAL VENDORS FOR THE EVENT AND TIME OF ARRIVAL AND DEPARTURE:**

*Note 1: Event Coordinator will need to meet Caterer / Party Rental persons to ensure proper delivery and setup.*

*Note 2: On Weekends or after 7 pm Weekdays the caterer or 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.*

**COMPLETE NEXT PAGE FOR ADDITIONAL ITEMS / SERVICES REQUESTED**

# LDEO EVENT PLANNING TOOL (Cont'd)

ADDITIONAL REQUESTS (CHECK ALL THAT APPLY)

COMMENTS

Room(s) Setup

Tables / Chairs  
(include # of each in comments)

Coat Racks / Hangers

Tents (include # / size in comments)  
**MUST BE BALLASTED-NO STAKES**

Electrical Power

Parking Signage

Cooking Facilities

Alcoholic Beverages Served

IT and Audio / Visual Setup\*\*  
email: [askit@ldeo.columbia.edu](mailto:askit@ldeo.columbia.edu)  
directly

Extra Custodial Services\*

Extra Facilities Services\*

Extra Security Services\*

*\*If Facilities Personnel are required after hours or on weekends there is a minimum fee of four (4) hours at time and a half. For any additional custodial or security personnel the fee is a minimum four (4) hours at straight pay.*

*\*\*IT and Audio / Visual Setup are only offered during business hours, 9am-5pm, Monday-Friday .*

Any Additional Comments: