



University Events Request for Services

Submit to Denise Jennings in the University Events Office (three weeks prior to event)
230 John Sutton Hall or djennings@iup.edu – for questions call 724-357-3821

Event: _____

Date: _____ Time: _____ # of Guests: _____

Location: _____

Purpose: _____

Type of Event (see attachment): _____

Department: _____

Contact Person: _____

Telephone: _____

Divisional Vice President: _____

.....
Cost Center to be used for event: _____

Request for Presidential Funding Support

Amount Requested: _____ Amount Approved: _____

Approved with the following conditions: _____

.....
For internal use only – the Office of University Events will be responsible for:

- | | | |
|--|--|--|
| <input type="checkbox"/> Checking the President’s Calendar | <input type="checkbox"/> Taking RSVP’s | <input type="checkbox"/> Photographer/Publicity |
| <input type="checkbox"/> Room Reservations | <input type="checkbox"/> Event Set-up | <input type="checkbox"/> Musicians |
| <input type="checkbox"/> President’s Remarks | <input type="checkbox"/> Menu | <input type="checkbox"/> Name Tags |
| <input type="checkbox"/> Technical Request for Guest List | <input type="checkbox"/> Centerpieces | <input type="checkbox"/> Place Cards |
| <input type="checkbox"/> Invitations | <input type="checkbox"/> Program | <input type="checkbox"/> Reserved Parking/Security |
| <input type="checkbox"/> AV Needs (Complete AV Request Form) | <input type="checkbox"/> Other | |