

EVENT BRIEF University Programs & Events	
CONTACT COORDINATOR:	Name, Phone Number, Email
EVENT:	Name of event
DAY/DATE/TIME:	Timing of event
LOCATION:	Location of event
HOST:	Sponsor of the event
SPEEDTYPE	The account number charged by the various groups providing services
GUESTS:	Include an estimate of attendees
PURPOSE:	Description of the objective or purpose of the event
PARKING/ACCESS:	Include if you are using a specific voucher and list for VIP guests
INVITATIONS:	Description of type of invitation and how it will be distributed (email, US Postal Mail) RSVP Date, Online Registration
DIRECTIONAL SIGNAGE:	Include location of exterior signs and specific text to be included on the signs ( request is only for exterior signage)
AUDIO VISUAL:	Include specific requests for equipment and setup. Use MediaVision Form
SET-UP:	Basic set-up instructions
GROUNDS: <i>Work order No:</i>	Include requests for debris, snow removal and/or any exterior trash removal
CUSTODIAL:	Indicate requests for garbage bins and interior trash removal
SECURITY: <i>Confirmation No:</i>	Include requests for officers, time and location of event
MOVERS:	Include requests for location of times and delivery time
OUTSIDE SERVICES: <i>Confirmation No:</i>	Include specific names of vendors, time of arrival and preferred access
PROMOTION:	Determine the best method of timing to advertise and promote your event