



**MARKETING AND COMMUNICATIONS**

College of Engineering, Architecture and Technology

# CEAT Events Form

## Event Details

Event Name: \_\_\_\_\_ Desired date: \_\_\_\_\_ Desired time: \_\_\_\_\_

Event Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Description of event: \_\_\_\_\_

**\*Please include a diagram of desired setup with form\***

## Event Questions

Desired Location: \_\_\_\_\_

How many guests are you expecting? \_\_\_\_\_

Will you need tables/chairs?  
Please explain \_\_\_\_\_

What equipment will you need?  
(Ex. Laptop, projector, podium, mic, portable speaker, etc.) \_\_\_\_\_

Will you need graphics made?  
(Flyer, invite, monitor screens, etc.) \_\_\_\_\_

Do you need CEAT Events to order food for the event? \_\_\_\_\_

Desired food provider: \_\_\_\_\_

What would you like to order? \_\_\_\_\_

Please provide any additional details: \_\_\_\_\_

If applicable:  
Do you have a fund # for food approval forms? \_\_\_\_\_

Do you have a flyer or agenda for the event? **\*If so, please include with form\*** \_\_\_\_\_