

Event Reservation Request

All fields with a red asterisk are required fields. The form will not submit unless those fields are completed correctly.

NAME *

EMAIL *

PHONE NUMBER *

INDEX CODE/ ACCOUNT NUMBER *

All event requests MUST include an account number. We regret that we are unable to process your request until this number is provided. Please be kind and be sure to input a true Banner index or account number in this field.

EVENT TITLE *

Please keep in mind that this is the public name of your event and title listing in the campus calendar. You are limited to 120 characters.

PREFERRED LOCATION

Leave this blank if you prefer an appropriate location to be identified for your event.

EXPECTED ATTENDANCE *

EVENT DATE *

 

PREFERRED START TIME *

Identify the actual start of the event. Please do not list extra time for set up needed in this time block.

 : am pm

PREFERRED END TIME *

Please list the time you anticipate the event to conclude. Do not include time for clean up in this time block.

 : am pm

EXTRA TIME REQUIRED ON ROOM RESERVATION

Describe the length of time you will need both before & after your event for setting up or clearing your own materials. We will include any additional time anticipated to allow for service providers to complete any tasks they may have.

EVENT SPONSOR TYPE *

KEY SPONSOR ORGANIZATION *

Provide us with the complete name of sponsoring organization/department here. (Please do not abbreviate).

ADDITIONAL SPONSORS

Provide us with the complete name of any additional sponsoring organizations/departments. (Please do not abbreviate.)

PROGRAM NAME

If a program of events, please provide the Program Name (for example: Clifford Symposium)

if any...

PROGRAM TYPE

- Single Event
 Recurring Event

RECURRING EVENT DETAILS

EXAMPLE: Same event occurs on multiple dates and/or times.

DEFINE THIS EVENT *

To help us better understand your needs, please provide a detailed event description. EXAMPLE: a 1 hour lecture presenting slides and a discussion panel. A short reception will follow the event and will need a reception area for this component.

Thesis committee meeting (OR Thesis Defense)

GUEST TYPE

Is the presenter/performer an international guest traveling to Middlebury from abroad?

- Yes
 No

INTENDED AUDIENCE *

- STUDENTS
 FACULTY
 STAFF
 ALUMNI
 GENERAL PUBLIC

ON-SITE EVENT CONTACT: *

Please provide the name of the contact person who will be ATTENDING the event.

Give your name

CELL PHONE # *

Please give us a CELL PHONE number for the contact attending the event, in case of emergency.

Give your cell #

CATERING PLANS *

- Food/alcohol will not be served at this event
 Will arrange catering through MiddCatering
 Will arrange food from an off campus source

TECHNOLOGY NEEDS *

- Technology is not necessary for this event
 Will use technology in the room, but do not need Media Services support.
 Would like to receive a call from Media Services to discuss my technology needs.

IS THIS A VIDEO CONFERENCE?

- YES
 NO

SET UP/ EQUIPMENT REQUIRED *

If the room needs additional set up services or the delivery of equipment, please define those details as best as possible here.

Will use the room as normally arranged.

POST TO CALENDAR? *

- YES
 NO

CALENDAR TEXT

Provide

the text desired for posting this event on events calendars on the web. The only acceptable HTML tags are (for creating BOLD text) and (for creating ITALIC text). Please remove all other HTML tags- especially if you are copying text from a website. TEXT IS LIMITED TO A MAXIMUM OF 120 WORDS.

This text will be reviewed for obvious errors only. Detail will not be edited for content.

EVENT PHOTO

You

may upload a photo that will display in the calendar listing for this event.

Only .jpg or .gif files are accepted. Please keep the dimensions to approximately 450 pixels x 300 pixels or less and under 300 KB. Be aware that all images submitted must have proper copyright publication permissions. If you have questions about the copyright status of an image, please consult with Terry Simpkins in LIS.

Files must be less than **300 KB**.

Allowed

file types: **gif jpg**.