



Event Request Form

For field days, twilight meetings, tours and other events

Contact Person Department or Company

Phone E-mail

Event Title

Desired Date Start time End time Second choice date

Estimated Number of Attendees Will you provide setup/breakdown assistance?

Set-up Needs

Seating for lecture area? Seating for dining? Tables for displays?

Will wagon(s) be needed? If yes, for how many wagon passengers at a time (90 max)?

What time, and for how long will you need wagons? Please give details.

Audio/Visual Needs

Screen? Projector? Computer? (bringing your own is recommended)

P.A. system in building? P.A. system for wagon? Hand-held, traveling P.A.?

Parking

Parking direction is required for more than 30 attendees. Special arrangements should be made by those bringing busses.

Dining

Event hosts are expected to provide food and drinks, if desired. Catering suggestions available upon request. Coolers or freezer space are usually available with notice.

Additional comments:

Please print or save and e-mail, mail or fax this form to:

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 Fax: 717-653-6308