## Event Notification Form

Please note: An event notification form must be submitted to the events office for all events occurring on campus 20 days prior to the event start date.

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Phone number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Type</td>
</tr>
<tr>
<td>Event date/s</td>
</tr>
<tr>
<td>Times</td>
</tr>
<tr>
<td>Guest numbers</td>
</tr>
<tr>
<td>Venue 1</td>
</tr>
<tr>
<td>Venue 2 and / or</td>
</tr>
<tr>
<td>Venue 3 and / or</td>
</tr>
</tbody>
</table>

* Please indicate whether rooms have already been booked through B&F  YES / NO
### LOGISTICS

<table>
<thead>
<tr>
<th>Food &amp; Beverage requirements</th>
<th>Proposed caterers?</th>
<th>Will alcohol be served/supplied?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furniture requirements</td>
<td>Trestles / Chairs / Lectern / Stage</td>
<td>Qty required?</td>
</tr>
<tr>
<td>Directional signage arrangements?</td>
<td>Templates available from Events office</td>
<td>Stands available from your college, B&amp;F, Events office</td>
</tr>
<tr>
<td>AV requirements</td>
<td>Mic / projector / filming / technician</td>
<td></td>
</tr>
<tr>
<td>Duty Manager / Security requirements</td>
<td>Subject to approval as per Events Policy</td>
<td></td>
</tr>
<tr>
<td>Cultural requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pack down time</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### MARKETING & PUBLIC RELATIONS

<table>
<thead>
<tr>
<th>Where &amp; how will the event be marketed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are any dignitaries, high profile guests or media attending? If so, who?</td>
</tr>
<tr>
<td>How does Massey feature within the marketing plan?</td>
</tr>
</tbody>
</table>
FINANCIALS/SPONSORSHIP

Costs involved in an event may include services such as:

- Catering
- Cleaning
- Security
- Duty Manager
- AV technician

Who is financially supporting any costs involved with the event?

Name:
Department:

Is anyone sponsoring the event? If yes, in what way?

Other comments

Related Procedures

Event Management Policy
Health and Safety Policy
Risk Management Policy

For Events office use only

Authorised By:

Date: