

Events Management Office

Cleveland Hall 319 (716) 878-6114

eventmgt@buffalostate.edu

Event Application – Campus Department

Completion of this form is a request only, not a confirmed reservation. All applications must be submitted 10 business days prior to the proposed event to the Events Management Office. Incomplete applications will not be processed. Please note that academic classes and all college events will have scheduling priority. Thank you for working with us in our effort to maintain high and consistent standards for all events.

Today's Date:

Event information:

Event Name: _____

Event Date: _____

Space Requested: _____

#Attending: _____

Targeted Audience: Students Faculty/staff Invite only External to college (check all that apply)

Admission charge: Yes No Cost: _____

Parking assistance: Yes No

Event start time (include set up & break down): _____

Event end time: _____

Break out rooms: _____ Lobby: _____

High profile guests: _____

Housing Accommodations: Yes No

External Vendors: Yes No

Please provide vendor information: _____

**Applicant
Information:**

Sponsoring Campus Department: _____
Co-sponsor: _____
Event Contact: _____
Campus Address : _____
Phone: _____
Email: _____

**Food Service
Arrangements:**

Food & Beverage: Yes No
Name of Caterer: _____
Alcohol served: Yes No
Type of food service: Breakfast Lunch Dinner Refreshments only

Not all rooms on campus can accommodate food service

Wi-Fi access Projection Microphone Lectern RITE/Equipment Loan Support (check all that apply)

Please explain:

Events equipment request (tables, chairs, easels, etc.):

Detailed event description/or other needs:

