



WISCONSIN
LUTHERAN COLLEGE

WLC-HOSTED EVENT REQUEST FORM

This form can only be submitted by a WLC full-time faculty or staff member.

This is NOT a confirmation that this event is scheduled and/or approved. WLC-hosted events must be approved by the President's Cabinet with signatures. **Failure to submit this form PRIOR to agreeing to host an event negates any obligation on the part of WLC and resources to host/facilitate any proposed event.**

Event title: _____

Event description: _____

Proposed event date(s): _____ Proposed event time(s): _____

Event location(s): _____ Estimated attendance: _____

By submitting this request, I understand that I am committing myself and my department to facilitation of the event which includes, but is not limited to:

- Staffing: meeting, greeting, directing guests day of event
- Communication: contacting outside groups, answering questions before/during/after event
- Registration/ticketing before and during any event
- Arranging and confirming any catering directly with Sodexo including times, menus, numbers, prices, etc.
- Logistics: parking, marketing materials, facility reservations and setup needs
- Detailed documentation of setup and A/V requests provided no later than two weeks prior to event start date
- Acquire proof of \$1,000,000 insurance from outside group

NOTE: Requests for catering and other services are based on availability and may be subject to additional charges.

Signature: _____ **Print name:** _____

For administrative use:

Submitted to building manager of primary facility of proposed event. Date: _____ Initials: _____

Copies of event request form filed with:

- ___ Vice President of Finance
- ___ Director of Events & Conferences
- ___ Building Manager of proposed facilities