

COLUMBIA UNIVERSITY - FACILITIES MANAGEMENT
SPECIAL EVENTS
SERVICE REQUEST FORM

REQUESTS SHOULD BE RECEIVED IN WRITING BY SPECIAL EVENTS OFFICE TWO (2) WEEKS PRIOR TO EVENT

CALL (212) 854-8607 WITH QUESTIONS OR FOR ESTIMATE

Fax No. (212) 854-1955 OR (212) 896-9664

SPECIAL EVENTS USE

DATE OF REQUEST	REQUESTING DEPARTMENT	
ACCOUNT NUMBER (13 DIGITS)	Dept. Number (3 digits)	Sub Cost Code (4 digits)
CONTACT PERSON	Name	Address/Location
TITLE OF EVENT:		
DATE(S) OF EVENT:	Day of Week & Date	
TIME(S) OF EVENT:	Time & Duration	
LOCATION:	Building/Room No./Name of Room	
NUMBER OF ATTENDEES:		
SET UP ROOM BY:	Time (Requestor responsible for obtaining room access for set-up and event)	
SERVICES NEEDED: (Indicate Yes or No and any other details which may be helpful in scheduling event).	Custodial/Grounds Clean Up (Before and/or After) with details if determined Catering (Hangover banners, etc. stages, etc.) Electrical Support (Cable, DJ, Microphones, AV equipment, etc.) Labors (Deliver furniture, setup and removal) Furniture Required (i.e. tables, chairs, lenses, etc. attach plan of set up)	
	Cost Attendails	SPECIAL F.S. HVAC, VT requirements

Ann Linda Pugliese
Manager-Special Events & Commercial Filming (11/99)