**PHC EVENT FORM**

**Event Title:**

**Event Date:**

**Event Start Time:**

**Event Arrival or Rehearsal Time:**

**Length of Event:**

**Event Organizer:**

**Department:**

**Anticipated Attendance:**

**Budget:**



  

**Type of Event:** Choose type of Event

Other:

**Location:** Choose a Location

Other:

**Describe extra event details here:**

**Event Needs:**

|  |  |
| --- | --- |
| **Event Item** | **Number of Items Needed** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Other:

**Tech Needs (If a musical event, please attach a program):**

|  |  |
| --- | --- |
| **Tech Item** | **Number of Items Needed** |
|  |  |
|  |  |
|  |  |
|  |  |
|  | N/A |
|  | N/A |
|  | N/A |
|  | N/A |
|  | N/A |

Other:

**Catering:** Choose Style of Catering

Other:

Faculty/Staff Approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**❒ Schedule (Order of Events) attached (required to be an approved event)**

|  |
| --- |
| Office Use Only:  Bookstore Hours:  Coffee Shop Hours:  APPROVED: |