Plan Ahead: Submit your request EARLY!

*In order to best serve you, we ask that forms are submitted two weeks prior to the FIRST event date being requested.* However, we understand that there are circumstances that can lead to shorter deadlines than two weeks. Because we schedule events as they are received, if an event requested is less than 3 business days from the date Event Planning receives your request, we cannot guarantee spaces or setups for your event. Events submitted the day of, or oftentimes the day before, your event may not get scheduled.

Write LEGIBLY!

*Form readability is key to a successful Event Registration Form – the fewer questions we have to call you about, the quicker your event will get scheduled. *If you’re not sure if your form will be legible enough, you may go to: [http://www.ewu.edu/groups/studentlife/sororityfraternitylife/eventregistrationform.doc](http://www.ewu.edu/groups/studentlife/sororityfraternitylife/eventregistrationform.doc) to enter your information by typing directly onto the form, and then printing it off, and submitting to OSA!

Fill out EVERY Field on Your Form

*Again, the less time we spend on your request, the faster your request gets scheduled! Take a look at some of the most frequent forgotten/wrongly inputted fields:*

- **Phone Number**
- **Alternative Location Preference**
- **Room Set-up**
- **Yes/No Boxes for Resources.**

As you can see, this is almost every section on the form! A very simple way to avoid delays in scheduling is to be as thorough as possible, and to take a few extra seconds to double-check your forms. ☺

Form Field Hints:

**Event Dates:**

List as many dates as you need, however keep in mind that there are often Holidays, or that you will most likely not be using the space you are requesting.

Also, if for some reason your scheduled meeting or event is cancelled, send us an email and let us know. It is especially important for us to know, mostly because Support Services spends time setting up your meeting spaces, and we get multiple space requests on a regular basis.

**Location Preference/Alternative Location:**

It is imperative that your requested room numbers are accurate. If you aren’t sure which room number the space you’re requesting has – go check it out! It’s better to take a few minutes and be right, then to get put in a space you didn’t necessarily want.

Incorrect information affects other group room reservations as well, and makes it more difficult for us to make sure everyone gets what they need. There are times the space you request isn’t going to be available for some of, or any of the dates that you request. If you give us an alternative location (or a few locations!) to look into, we can get a better idea of what you need from your space.

**Please, do not call to ask which rooms are available before submitting your Event Registration form**

**Expected Attendance:**

For the purposes of reserving spaces and creating layouts, this completion of this field is vital.

If you think you might only have 8 people in your meeting on a regular basis, rather than 20-30 we can get you an appropriately sized room and save the larger rooms for larger groups!

**Room Setup:**

Check the box next to the TYPE of set up, and then on the “Other” line – PLEASE designate how many tables and chairs you think you will need.

Don’t put answers such as “some”, “a bunch”, or “a few”. Numerical answers, like “20 Chairs, and 6 Rectangle Tables” are best. If you’re not sure, let us know how many people are attending and if you would like seating for that number of people. (See back for examples!)

**Resources:**

Make sure to check “Yes” or “No” for each category. Often times we coordinate with other departments who need to plan in advance to help you with your event. Two such entities are Sound and Catering.

For weekly updated Event Calendars, or for more information, please visit [www.ewu.edu/eventplanning](http://www.ewu.edu/eventplanning)
Room Layout Styles:

*Conference Style Setups:*

U-Shaped

Closed

Closed
(PUB 263/5/7)

Open

Square

*Other Setup Styles:*

Audience

Classroom

Rounds

Rounds
(PUB 263/5/7)

*Remember:* Please designate number of tables and chairs you think you may need for your event/meeting. Drawing from your information, we can assist you in finding a setup that will best suit your needs.

Notes: