Monterey Institute of International Studies
A Graduate School of Middlebury College

CAMPUS EVENT REQUEST FORM

THIS FORM SHOULD BE SUBMITTED VIA E-MAIL DIRECTLY TO THE DEPARTMENTS LISTED BELOW THAT YOU NEED ASSISTANCE FROM AT LEAST TWO WEEKS PRIOR TO YOUR EVENT

ROOM RESERVATION COMPLETED:
Note: Room Reservations are required before submission of the Campus Event Request Form. Please e-mail your room reservation request to room.reserve@miis.edu or 'Room Reservations at MIIS' in the Outlook e-mail system.

TODAY'S DATE:
CONTACT NAME AND PHONE NUMBER:
EVENT NAME:
DATE OF EVENT:
START AND END TIME OF EVENT:
SETUP DAY/TIME:
BREAKDOWN DAY/TIME:
ESTIMATED NUMBER OF ATTENDEES:
EVENT LOCATION:
ROOM SET-UP DIAGRAM (please attach if needed):
ARE YOU PLANNING TO SERVE FOOD, BEVERAGES, AND/OR ALCOHOL?

CAMPUS SERVICES REQUESTS (e.g. tables, chairs, trash cans, etc. Please note that tablecloths will only be provided for registration and speaker panel tables, not for food and beverage tables.)
Email 'Marty Goss' and 'cc' 'Micah Whitehead'

MEDIA SERVICES REQUESTS (eg. microphones, lighting, Skype, etc.)
Email 'Lab & Media Services at MIIS'

SECURITY REQUESTS
Email 'Security'

IT REQUESTS
Email 'Help Desk-MIIS'