

Facilities Management Event Planning Supplemental Request Form for Special Set-ups

*This form does not take the place of the online request. It is a supplement to the online request for events where a standard set-up (as indicated in the photographs) is not possible. This form **MUST** be faxed to (617) 994-4207 at least seven (7) days prior to your event.*

Requestor's Information

Requesting Department:

Requestor's Name:

Requestor's telephone number:

Requestor's email address:

Location of Event

Building:

Floor:

Room:

Time and Date of Event (*Remember - Rooms should be booked with the appropriate offices):

Date of event:

Set-up time (Must be at least one hour before event):

Time of event:

Please provide a diagram of the set-up you are requesting:

(use additional sheets if necessary)