BSES HSA Event Facilities Request Form

Please submit this form to the BSES front office (Kristin Sheehan and Melissa Powell) at least 4 weeks prior to your event (or as early as possible!)

Event Details:

1. Name of event:
2. Date of event:
3. Location of event (requested space at BSES):
4. Time of event:
    a. Start time:
    b. End time:
5. Number of attendees:

Event Set Up/Clean Up Details:

1. Set Up Date and Time:
2. Clean Up Time:
3. What materials are needed?
    a. How many tables?
    b. How many chairs?
    c. How many trash cans?
4. Please give a detailed explanation of how these materials should be set up and when they should be set up:

Technology Request:

1. Do you need technology?
    a. What technology is needed?
    b. Do you need IT services?

Volunteers List:

1. Please confirm all volunteers are cleared and please provide a list of volunteer names to the office for easy check in.