

**Richland Campus Event Planning Worksheet
(College Sponsored Events)**



Name of Event			
Description/Purpose			
Organization/Department		Contact Name	
Date(s) of Event			
Start and End Time		Set-Up Time	
Room /Space Requested		Approx. number of attendees	
Event is during approved building hours	Yes	No	If no, specify day of week and /or time
Security Requested to be Present for Event	Yes	No	Explain
Security Request to Open/Close Building	Yes	No	Explain
IT Support requested	Yes	No	Explain
Maintenance Requested	Yes	No	Explain
Food will be served	Yes	No	If yes, the event organizer must contact our food service provider directly and submit a PO.

Submit to eventrequest@pennhighlands.edu. This form will be sent to the departments below for completion and then forwarded to Cabinet for approval. You will be notified of Cabinet’s decision once they have an opportunity to review it.

	Able to provide necessary support	Department Signature	Comments
Security	Yes No		
IT	Yes No		
Maintenance	Yes No		

Upon Cabinet approval:

- You will be notified, and a room/space will be reserved in Ad Astra.
- The event organizer must submit a Spice Works request for both Maintenance and IT needs.