



Richland Campus Event Planning Worksheet (for College sponsored events)

Name of Event/Meeting					
Description/Purpose					
Event Organizer				Department:	
Employee Signature					
Date (s)					
Time of Event/Meeting	Start:		End:		Set-Up Time (if applicable)
Rooms (s) Requested					
Event is during approved building hours	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, specify day of week/time:		
IT support needed	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
If yes, explain					
Maintenance support needed (set-up, etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>			
If yes, explain					
Will food be served?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

	Able to provide necessary support	Department Signature	Comments
Security	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Information Technology	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Maintenance	Yes <input type="checkbox"/> No <input type="checkbox"/>		

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.
- The event organizer must contact our food service provider directly and submit a PO if refreshments are being served.

Cabinet Approval (required): _____
(Signature) (Date)

Submit to kedmis@pennhighlands.edu . You will be notified of Cabinet’s decision once they have an opportunity to review it.