

# FACULTY OF LAW | AT ALLARD HALL

## Event Request Form

*Please provide as much detail as possible.*

Date of Request \_\_\_\_\_

Event Title: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Department/Organization: \_\_\_\_\_ Co-Sponsor (if any): \_\_\_\_\_

PG for Event Related Expenses: \_\_\_\_\_

<b>Event Date:</b>	
<b>Time of Event (Start/End):</b>	
<b>Time Needed for Set-up and Clean-up</b>	
<b>Building/Room Access (Start/End):</b>	

Event Location: (please indicate if a room has been booked or if this is required) \_\_\_\_\_

Event Description (including objective):

\_\_\_\_\_  
\_\_\_\_\_

### Event Type:

- Banquet/Reception
- Conference
- Film
- Lecture/Panel
- Meeting
- Other (please specify): \_\_\_\_\_

### Event Setup:

- Banquet
- Board Room
- Classroom
- Theatre
- U-Shape
- Hollow Square
- Other (please specify): \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Event Admission:  Free  Charge Amount: \$ \_\_\_\_\_

Attendee Types (please check all that apply):

- Non-UBC Attendees
- UBC Students
- UBC Staff
- UBC Faculty
- UBC Alumni
- Other (please specify): \_\_\_\_\_

Is this event open to the public?  Yes  No

\*Additional Setup Requirements: (i.e. registration desk, stage, catering) \_\_\_\_\_

# FACULTY OF LAW | AT ALLARD HALL

**\*Food Needs** (please check all that apply):

- Breakfast
- Lunch
- Plated Dinner
- Reception
- Coffee/Tea Break, with snacks:     Yes     No
- Other (please specify): \_\_\_\_\_

**\*Beverage Needs:**

- Open Bar
- Cash Bar
- Other (please specify): \_\_\_\_\_

*Please note that a Special Occasion License may be required.*

*For more information, please refer to:*

<http://www.students.ubc.ca/classroomservices/event-bookings-and-space-rentals/liquor-licenses/>

**\*A/V & Technology Needs** (please check all that apply):

- Computer
- DVD/Blu-Ray Player
- Internet Access
- Microphone
- Projector/TV
- Recording (Audio/Video)
- Sound System
- VCR Player
- Video Conferencing
- Other (please specify): \_\_\_\_\_

*Please contact Daniel Silverman, UBC Law A/V Technician, for all A/V requirements at least 2 weeks prior to your event at [daniel.silverman@ubc.ca](mailto:daniel.silverman@ubc.ca) or 604-822-9821. Additional charges may apply.*

**\*For the Attendees:**

- Name Badges
- Tent Cards
- Printed Handouts
- Swag Items (please specify): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

**\*Staff Required for this Event:**

- Technical Support
- Security
- Other (please specify): \_\_\_\_\_

*Additional charges may apply.*

**\*Methods Used to Advertise this Event:**

- Signage on Event Date
- Posters/Flyers
- Online/Webpage
- Radio/TV
- Email/Listservs
- Other (please specify): \_\_\_\_\_

**\*Invitation and RSVPs Needs:** \_\_\_\_\_

**\*Rentals Needed:**     No     Yes, please specify: \_\_\_\_\_

**\*Transportation Needed:**     No     Yes, please specify: \_\_\_\_\_

**\*Parking Needed:**     No     Yes, please specify: \_\_\_\_\_

**Additional Needs or Comments:**

---

---

*\*Please note that the host organization/department will be responsible for coordinating these items.*

**You may submit your request to Michelle Burchill, Events Manager, at [events@law.ubc.ca](mailto:events@law.ubc.ca).**