

**Event Reservation Request**

**Date of Inquiry:** \_\_\_\_\_

- 1) Group/Organization Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_
- 2) Phone: (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_ E-Mail Address: \_\_\_\_\_
- 3) Complete Mailing Address: \_\_\_\_\_
- 4) Class Title: (as to appear on digital signage) \_\_\_\_\_ Expected Attendance: \_\_\_\_\_
- 5) Event Description/type (meeting, reception, banquet, conference, class, etc): \_\_\_\_\_
- 6) Room Layouts - Banquet: \_\_\_\_\_
- 7) Date(s) Of Event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event Finish Time: \_\_\_\_\_
- 8) For multiple room requests, list specific room start & end times \_\_\_\_\_
- 9) Room(s) Requested:

Lobby #100	Forum Hall #110	Board Room #120
Conference Room #121	Conference Room #122	Admin Conference Room #204
Great Plains #145	Great Plains #145A	Great Plains #145B
Bistro	Bistro Patio	Kitchen
Café Kitchen	Competition Kitchen	Studio Kitchen
Classroom 221	Classroom 221A	Classrom 221B
Classroom 222	Classroom 222A	Classroom 222B
Classroom 223	Classroom 223A	Classroom 223B
Classroom 220	Cat's Pause E. Lounge	Upstairs Patio Deck

- 10) Furniture/Equipment needed (*Indicate # needed and in what room. Room setup will be determined when reservation is finalized*):

Round Table _____	6-Foot Table _____	8-Foot Table _____
Classroom Table (2 x 5) _____	High Top Table _____	Chairs _____

*Please indicate special furniture arrangements (U-shape, Square, Rows, Open Space, etc.)* \_\_\_\_\_

Flip Chart Easels _____	Free Standing Easels _____	Portable Podium (100, 110, 120, 145, Bistro) _____
Extra Trash Cans _____	Extension Cords _____	Stationary Podium (Classrooms or 110) _____
Surge Protectors _____	Other _____	

- 11) Audiovisual Needs (*certain equipment is limited and is only available in certain rooms*):

Computer/Lap Top _____	Projector _____	Large Screen _____
Monitor _____	Sound System _____	

Video Conference (please supply far end I.P. address and contact info): \_\_\_\_\_

Audio Conference (please supply all necessary phone numbers): \_\_\_\_\_

- 12) Will you use a Caterer: Yes  No  Name of caterer: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
*(Clients must contact caterer directly for catering needs. Refer to www.olathe.k-state.edu/events for a list of caterers. Client must notify K-State choice at least 7 days in advance of event.)*

Please list any catering details: \_\_\_\_\_

- 13) Beverages can be purchased from us at \$1.50 per beverage per person. Please indicate below.

Assorted Sodas  Diet Coke, Coke and Sprite available. Other varieties available by request only.)  
 Iced Tea (Min-12)  Bottled Water  Water  (only available for parties under 20 with other purchase)  
 Coffee  Decaf Coffee  Hot Tea  (complimentary with coffee purchase)

(Beverages will be stocked for the start of your event and restocked throughout. Final charges will be based on consumption & reflected on invoice.)

**A Kansas State event staff member will contact you to confirm and book this reservation. To return form please print and email or fax back to Martha Walker at mjwalker@ksu.edu, 913-541-1488 (fax). For questions or more information please contact Martha at above email or 913-307-7307 (phone).**