

Event Request Form

Please provide complete information and submit form to Gabriela Rosales by email at grosales@heard.org or drop a hard copy in her mailbox.

The department arranging the event must designate a contact person who will be present for the duration of the event. They will act as liaison between the Heard operational staff and the group and/or group contact and will be responsible to address any issues that arise during the event.

Today's Date	
Event Date(s)	
Event Name / Type (Lecture, book signing, film screening, exhibit opening, etc.)	
Event Start Time	
Event End Time	
Time you would like access to room for set up	
# of Attendees	
Who are attendees? (Museum members, Guild members, public, employees, etc.)	
Preferred Room	
Department Hosting Event	
Heard Contact Name & Phone # (to be present for duration of event)	
Group Contact Name & Phone #	
Set up Requirements (Theatre, classroom, hollow square, u-shape etc.)	
Linen required (yes or no) (Cleaning charge of \$3.50 per cloth will apply)	
AV Requirements	
Food & Beverage Café arrangements to be made a minimum of 2 weeks in advance of event. A separate Café form to be submitted.	
Notes / Special Instructions	