

## EVENT PLANNING FORM

To ensure successful planning, please submit this form at least one month prior to your event or meeting. Send completed form to Mary Ring at [ringm@vetmed.ufl.edu](mailto:ringm@vetmed.ufl.edu), VAB Room V1-130 or fax to 392-5690.

TODAY'S DATE

### PART 1 – CONTACT INFORMATION

Organizing Department:

Contact Person: **(required)**

Contact Phone: **(required)**

Contact E-mail:

Signature of Supervisor or Department Chair: **(required)**

X

### PART 2 – PROGRAM INFORMATION

Program Name

Program Date & Year

Program Time

Program # to Attend

**Rooms to be Used (use room numbers and description):** Please note, check room calendar before you submit form. Room requests cannot be accommodated if the room is not available.

Do you want this posted on the CVM Activities Calendar?

YES

NO

Is the Dean's attendance requested?

YES

NO

If yes, contact Rachel McGriff at ext. 5214 to check his calendar

Will alcohol be served?

YES

NO

If yes, contact the Dean's office to initiate Alcohol Permission Request form. Form is due 45 days prior to event.

### PART 3 – HOUSEKEEPING • SECURITY • PARKING • GROUNDS • FACILITIES

**Housekeeping Services (clean, vacuum, trash cans, recycle bins, etc.):**

List a detailed description of services needed (type of services, date, time and location by room #):

Will you need trash cans (if yes, list room # in description)?

YES

NO

Will you need recycle bins (if yes, list room # in description)?

YES

NO

**Security access to reserved space(s): (required)**

YES

NO

If yes, list the time doors need to be opened and closed:

**Are parking spaces needed?**

YES

NO

If yes, contact your department administrator to make arrangements with UF Parking and Transportation.

**Grounds/ Landscaping Services (lawn care, pest control, etc.):**

YES

NO

If yes, list a detailed description of type of service and location:

**Special Note:** If outside direction signs are needed, contact Security at ext. 5555. Signboards are available for check-out. If program is a wet lab, you must arrange for bio-waste disposal by autoclaving and boxing, or processing through the digester. If the VAB Surgery Suite is to be used, contact Tom DeHaan at ext. 5737 to schedule.

## **PART 4 – OTHER INFORMATION**

Organizing Department is responsible for all other aspects of event planning. Below are a few items to remember:

- Audio/Visual Equipment
- Speakers
- Caterers/ refreshments
- Tables and chairs
- Indoor signs
- Publicity/ Sponsor Recognition
- Guest Speaker' accommodations
- Hotel rooms

If you have any questions, please contact Mary Ring at ext. 5410. Send completed form to Mary Ring at [ringm@vetmed.ufl.edu](mailto:ringm@vetmed.ufl.edu), VAB Room V1-130 or fax to 392-5690. Remember to keep a copy of the completed form for your records.