ROMANCE STUDIES: Events Support Request Form

Name:                      Date of Request:

Type of Event:             Date of Event:

If you would like help with a departmental event, please send this completed form as an e-mail attachment to the Events Coordinator, Rebecca Davidson (rd18@cornell.edu), as soon as you begin planning your event.

1. Explanation:
   Please provide a brief description of the event.

2. Routine Support Provided:
   The Department provides routine support as follows. Please indicate with which of the following items you would like assistance, by indicating an “X” in front of each.

   - Locate and reserve a space for the event
     Please indicate possible locations, in order of preference:
     1.
     2.
     3.

   - Catering
     Please indicate possible caterers or types of food, in order of preference:
     1.
     2.
     3.
     Please note: events not held in the Romance Studies Lounge may require a contact person who will deliver wine, paper products, or other materials to the event site prior to the event. Please provide the name of that contact person (yourself, a graduate student or colleague):

   - Make hotel reservations for a guest speaker
     (please note travel arrangements are the responsibility of the guest speaker)

   Supplemental Support Requests: Please indicate which of the following items you would like assistance with by indicating an “X” in front of each.

     - Budget planning
     - A list of potential co-sponsors or contributors for events
     - Prepare a flyer or poster for this event
     - Distribute flyers or other promotional material:
       - Print
       - Electronic (mass emails, list services, etc)

   Additional Information: