

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, Katy Kempf (clk36@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: