

## Event Request Form

Date of Request: \_\_\_\_\_

### Contact Information

Contact Name: \_\_\_\_\_  
*First* *Last*

Organization/Regional Network Location: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address \_\_\_\_\_

### Event Information

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Event Start/End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Type of Event (check one) :  Athletics  BGSU One Day  Service  Scholarship/Fundraising  
 Career/Networking  Social  Cultural/Arts  Admissions

Purpose: \_\_\_\_\_

Maximum Number of Guests \_\_\_\_\_ Minimum required? \_\_\_\_\_

### Event Details: Budget and Marketing

Cost of event: \$ \_\_\_\_\_ Ticket cost (per person): \$ \_\_\_\_\_ Estimated Income (Total): \$ \_\_\_\_\_

Do you want BGSU Alumni Office to market this event?  YES  NO

➔ If yes, please check on which platforms:

Email  Social  Formal Invite  Physical Mailing/Postcard  Other: \_\_\_\_\_

**First Choice Dates for Email Communications (cannot be guaranteed):**

First Notice (Date): \_\_\_\_\_ Second Notice (Date): \_\_\_\_\_

Final Notice: \_\_\_\_\_

BGSU Alumni Office to collect registrations?  YES  NO

Deadline for RSVPs: \_\_\_\_\_ RSVP email: \_\_\_\_\_

Will event have food?  YES  NO Will you need to collect dietary restrictions?  YES  NO

Do you need a party pack for your event (small giveaway items, table decor, name tags, etc.)?  YES  NO

Additional Event/Publicity Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please provide a program or agenda for your event that highlights specifics or has information for publicity and marketing your event to local alumni.**

### Planning Reminders

- Events must be booked into the BGSU Alumni Calendar a minimum of **four weeks prior to the event date** to ensure we can properly market the event. The sooner the event is booked, the more time we have to plan and prepare for your event helps us to give you the tools you need to make the event successful.
- Please provide a list of all final attendees to the Office of Alumni (attached to your event follow up sheet).
- Please have all of the above information available at time of booking. All fields above must be completed in order to confirm an event in our system and begin creating marketing materials.
- Follow all guidelines for fundraising activities per the IRS regulations. Contact us with any questions you may have.

**Volunteer understands and agrees to the policies/procedures listed above:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return completed worksheet to:**  
Office of Alumni, Bowling Green State University, Mileti Alumni Center, Bowling Green, OH 43403, Attn: Kate Zenone  
or email directly to: Kate at [czenone@bgsu.edu](mailto:czenone@bgsu.edu).

**Additional Questions?** Contact Kate at (419) 372-7690 or [czenone@bgsu.edu](mailto:czenone@bgsu.edu).