**Student Group Event Form**
Submit to your Student Group Advisor

## General Information

<table>
<thead>
<tr>
<th>Student Group:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Title:</td>
<td></td>
</tr>
<tr>
<td>Event Date:</td>
<td></td>
</tr>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Expected Attendance:</td>
<td></td>
</tr>
<tr>
<td>Event Start &amp; End Time:</td>
<td></td>
</tr>
</tbody>
</table>

## Room Requirements

<table>
<thead>
<tr>
<th>Preferred Room Type</th>
<th>(Number of guests)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Room (8-16)</td>
<td></td>
</tr>
<tr>
<td>Flat Classroom (40)</td>
<td></td>
</tr>
<tr>
<td>Midway Club (50)</td>
<td></td>
</tr>
<tr>
<td>Tiered Classroom (70)</td>
<td></td>
</tr>
<tr>
<td>North or South Lounge (70-80)</td>
<td></td>
</tr>
<tr>
<td>Tiered Classroom (101)</td>
<td></td>
</tr>
<tr>
<td>Room 100 + lobby (134)</td>
<td></td>
</tr>
<tr>
<td>Room 621 (350)</td>
<td></td>
</tr>
</tbody>
</table>

**Desired Set-up:** Theater, Classroom, Social
(circle one)

### Audio Visual Needs

Check all that apply. Subject to equipment availability, charges may apply.

- Projector (Need to bring own laptop)
- Whiteboard
- VHS/DVD Player
- Wireless Microphones
- Hand Held Microphones
- Mediasite recording, if available
- Wireless Slide Advancer

**Other A/V Needs:**

## Registration

**Who will you invite?**
Check all that apply. Student groups are responsible for sending emails to appropriate list-servs.

- Evening MBA and Weekend MBA (E/W)
- Executive MBA (XP)
- Campus MBA (FT)
- Alumni
- Greater University of Chicago
- Members Only
- Other:

**Type of Registration**
Check all that apply. Student groups are responsible for setting up all polling and payment tools. If your group currently does not have an Acteva or Qualtrics account, please contact your advisor.

- Acteva
- Qualtrics Poll
- Walk-Up Registration (Registration table needed)

## Miscellaneous Information

### Funding Source

A funding proposal, submitted and approved prior to publicizing the event, is required if the student group wishes to have any portion of the cost covered by the Student Activity Budget.

- Student Group
- Co-Pay
- Student Activity Budget
- Outside Funding Source

### Catering

Student Groups are responsible for arrangement of all catering needs. Please copy your advisor on all requests.

- No
- Yes: Contact Andy Choi at Wolfgang Puck:
  andy.choi@ChicagoBooth.edu or (312)464-8708.

### Advertising Options

Check all that apply.

- Scala (screens in Gleacher Lobby - email Nicole Gorski)
- Group E-mails
- Bulletin Boards (above mailfolders)
- Online Events Calendar (email Nicole Gorski)
- Other:

### Dean/Faculty Requests

Will you request the presence of a Dean or Faculty member at your event?  

- Yes: Please submit a Request for Dean/Faculty form, available online.
- No