

# Event Questionnaire

Event Name/Type: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Contact Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

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

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

Billing Address: \_\_\_\_\_

Room Requested:  Rick Allen Room (RAR)  Frost/Eccles Learning Lab

Time in: \_\_\_\_\_ Departure Time: \_\_\_\_\_

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

Number of Guests Expected: \_\_\_\_\_

**Requested Layout Options (may be altered due to spacing and availability):**

- Conference (square)  Banquet (staggered rounds)  Auditorium (chairs only)  
 Classroom (rectangular tables with all chairs facing front)  Special (provide sketch on separate page)

Additional Information describing layout: \_\_\_\_\_

**Audio/Video Needs:**

- Projector/wall screen; RAR (\$75)  Microphones (# \_\_)  Lavaliers (# \_\_)  Podium  
 Staging (\$75)  White Board  Flip Chart (\$25)  Laptop – A/V Cart  Canopies (\$25 ea.)  
 75" Presentation TV; smaller event rooms (\$50)  Other: \_\_\_\_\_

Will food or beverages be served?  Yes  No

**Catering from Sodexo:** I have contacted Debbie Woodland, the campus caterer:  Yes  No

Phone: (208)732-6635 Email: [Debbie.Woodland@sodexo.com](mailto:Debbie.Woodland@sodexo.com) Online: <https://csiflavours.catertrax.com>

*If Sodexo waives the right to cater your event, your caterer must be able to provide proof of a food handling license.*

Name & Phone number of Catering Company (if not Sodexo): \_\_\_\_\_

Linens will be provided by:  Catering Company  Herrett Center (Black - \$8.50/ea.)  Another source

I understand that I will need to provide a certificate of liability insurance which covers this event. \_\_\_\_\_ (Please initial)

(This can usually be added to an existing policy, or go to [www.theeventhelper.com](http://www.theeventhelper.com) for more information.)

Additional Requests:

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