



EVENT INFORMATION SHEET

Name of Event:	Name of RMU Employee Contact/Phone #:		
RMU Department:	Department Number:		
Preferred date of event (alternative date if necessary):	Start/End Time of Event:		
Past Locations:	Past Dates:		
Type of Event (meeting, reception, conference, seminar, luncheon, etc.):			
Facility/Rooms Requested (if known):	Anticipated & Type Attendees:		
Is an offsite RMU location acceptable for event?	Yes	No	
Is an offsite location acceptable for event?	Yes	No	
If no is answered to both of the above, please indicate why the event needs to be on campus.			
Will public/external guests be attending?	Yes	No	
If yes, will minors be in attendance?	Yes	No	
Will Catering or other food service be needed:	Yes	No	
Please choose type of food service desired:			
Beverages Only	Continental Breakfast/Break	Full Meal (Buffet or Sit Down)	Bar Service
Will Audio Visual Equipment be needed:	Yes	No	
Please choose anticipated A/V needs:			
LCD Projector	Screen	Laptop	Podium Microphone
Other: _____			
Will sound be needed through your laptop for presentation?	Yes	No	
Seating Arrangement:	Round Square	Boardroom Style Classroom	U-Shape Chairs Only
Special Requirements:	*Rentals may be required depending on event needs.		

Please send completed forms to Joan Sabo, Operations Specialist II – sabo@rmu.edu (412) 397-5250 or Becky Diana, Director of Facility Services - diana@rmu.edu (412) 397- 4445