

Barnard College | Student Life

Event Request Form

Please bring 6 printed copies to your scheduled event review with a copy of your tentative event request.

Event Type (check all that apply):

Speaker with Q&A	Film Screening
Performance/Event	Outdoor Event
Dinner/Gala	Event with Alcohol
Conference	Social Event/Dance
Reception	Other:

Student Group Information

Name of Student Group:

Names, emails, and phone numbers of event coordinators:

Event Information

Event Name:

Location:

Date:

Student Set Up Start Time:

Event Start Time (Doors Open):

Event End Time (Guests Depart):

Student Clean Up End Time:

Guest Details

Expected number of attendees:

Expected number of BC/CUID guests:

Expected number of non-BC/CUID guests:

Ticketing:

Will this event be ticketed? Yes No

If yes, will the tickets be free? Yes No

Please note: If you are charging money for tickets via an online system, you MUST use TIC and are not permitted to use Eventbrite or any other external service. GBB-Only Recognized Groups may use EventBrite for FREE ticketing for BC/CU ID holders. EventBrite or any other electronic system (e.g., Venmo) may NOT be used to collect money. Dually Recognized Groups may use EventBrite for FREE ticketing and should speak with their Columbia advisor regarding use of electronic system to collect money to be deposited into their CU accounts.

Will you be collecting money at this event, either for tickets at the door or for any other item/donation?

No Yes – explain:

Is your event set-up request for facilities complete and accurate? If no, please specify any updates/changes that are needed.

No Yes

Is your A/V request submitted and accurate? If no, please specify any updates/changes that are needed.

No Yes

Will there be speakers or performers at your event? (Please visit the Contracting at Barnard website for related guides, templates, and forms.)

No Yes

If yes, are speakers/performers Barnard or Columbia students or employees?

No Yes

If no, have you already completed the contracts for speakers/performers.

No Yes

Does your speaker/performer have any special requests or specific security needs?

No Yes – describe:

Event Description

Tell us about your event, including its purpose, intended audience, and how it serves Barnard and the surrounding community, as applicable:

Please describe the types of decorations you plan to use, if any (this includes flowers, posters, streamers, etc.):

Food & Beverages:

There will be no food or drink served at this event.

Food and beverages will be provided by Aramark.

Food and beverages will be provided by an outside source.

We will provide our own snacks, in accordance with the Barnard Food Handling Policy.

Day-of Schedule of Event

Please provide a minute-by-minute breakdown of your event from beginning to end.

Time	Event Detail