

EVENT INFORMATION FORM

Hi,

Thank you for reserving space at the law school for your upcoming event. Please kindly forward our office your event specifications at least one week before your event or sooner. If you do not need any special set-up and/or food and beverage, please disregard this email. If there is a previous event sheet that you would like us to copy, please provide the date or event number (beginning with "E") of the past event and we will gladly do so.

For your convenience, we have provided below, a blank worksheet for you to easily detail out your event. Please take a moment to fill it out and email it back to me.

From the information you provide us, we will create an official event sheet and will email it back to you. Once you receive the sheet please review it. If there are any changes that you may have, please scan and email it back. If you have not received a banquet event sheet by Wednesday, please contact us.

Outside catering is **only** allowed in classrooms, Golding Lounge, Wachtell Lipton Rose, Katz Student Café, The John Sexton Student Forum residence hall terraces, and Mercer Pub. A cleaning deposit of \$150.00 will be required if outside food is brought in.

EVENT/CONTACT INFORMATION

EVENT NAME:

EVENT TYPE:

DATE OF EVENT:

BEGIN TIME:

END TIME:

LOCATION:

NUMBER OF ATTENDEES:

ACCOUNT #:

CONTACT INFORMATION

Name:

Organization:

Street Address:

City, State, Zip Code:

Phone #:

Fax #:

Email Address:

FOOD REQUIREMENTS

Online menus: <http://www.law.nyu.edu/specialevents/menus/index.htm>

(Please list times and food for the following if applicable)

BREAKFAST:

AM BREAK:

LUNCH:

PM BREAK:

RECEPTION:

DINNER:

DETAILS

COAT ROOM: (Yes or No)

FLOWERS: (Yes or No)

**If yes, please tell us how many and what kind*

GUARDS: (Yes or No)

**Required for Lipton Hall and Faculty Club*

ROOM SETUP:

**Please specify table/chair/etc. arrangement for your event*

ATRIUM/REGISTRATION SET UP:

**Please specify table/chair/etc. arrangement for the atrium area*

AUDIO VISUAL NEEDS:

**Please refer to Special Events 101 for estimated prices*

SPECIAL NEEDS (Wheelchair Accessibility, etc.):

We want to ensure that your event goes off seemly, so we greatly appreciate your cooperation and consideration. Should you have any questions, please do not hesitate to contact me.

Have a great day!

Best,

Elizabeth Thomas

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