

## Contact Information:

Name (required)	<input type="text"/>
Title (required)	<input type="text"/>
Department/Organization	<input type="text"/>
Email (required)	<input type="text"/>
Phone (required)	<input type="text"/>
Preferred method of contact	<input type="text"/>

What is the event name?

What is your requested date?

What is your secondary date?

What is the time(s) of the event?

What is the anticipated attendance?

### Type of event?

- Half-day meeting
- Full-day meeting
- Conference
- Retreat w/Outdoor Programming
- Overnight group lodging
- Banquet
- Fundraiser
- Other

Please give us a brief description of your event and its purpose, so we can help determine what spaces are appropriate for your groups' needs. Please include any A/V equipment or addition amenities your group may need.

Will you be serving food or alcohol?

Please provide any other information we need to know:

Please email completed form to Amy Preston at [amy.preston@siu.edu](mailto:amy.preston@siu.edu).