

External Event/Conference Request Form



www.denverseminary.edu/about-us/our-campus/conferences-and-events-inquiries

Note: This is a **request** form. We cannot guarantee that your event's date(s) will be approved due to scheduling conflicts. Please **DO NOT advertise** your event until this form has been approved and returned to you. Thank you.

Event Plans

Organization

& Event

Name: _____

Event Date(s): _____

Contact: _____

Times: _____

Phone: _____

Room Requested: _____

Email: _____

of Participants: _____

Rental Price (\$100 deposit due with contract):

Audio/Visual Needs? Yes No

Please describe:

Room Setup Requirements *(Please indicate the number needed for each)*

8ft long tables:

If special setup is needed, please submit a diagram with this request.

Will food be served? Yes No

Generally, what will be served?

Submitting this form

Please email this completed form to events@denverseminary.edu for approval. Be sure to include diagrams and any special requests.