



PROJECT, EVENT, AND FACILITY REQUEST FORM

EVENT NAME & DESCRIPTION (ex: service project, awards ceremony, sponsored bingo, cookout, etc.): _____

EVENT SET-UP TIME: _____

EVENT START TIME: _____

EVENT TEAR DOWN BY: _____

EVENT END TIME: _____

EXPECTED NUMBER OF PARTICIPANTS/EXPECTED NUMBER IN ATTENDANCE: _____

EVENT DATE(S) REQUESTED (please list additional dates, in case of conflicts):

_____/_____/_____/_____

PREFERRED LOCATION (please check one):

- MacArthur Auditorium/Lobby
- Shelter House (Inner Circle)
- Mitchell Cafeteria
- Cemetery
- Chapel
- Other: _____
- No Preference

FOOD/DRINK (please check all that apply):

- Group will provide food/drink for event; Description: _____
- Requesting IVH to provide food/drink for event; Description: _____
- No food/drink needed at this event.

TECHNOLOGY/EQUIPMENT REQUESTS (please check all that apply):

- Projector/Projection Screen
- Sound equipment
- Electricity accessible
- Microphone(s)
- Podium
- Chairs
- Tables
- Grill
- Other: _____

ROOM CONFIGURATION/SET-UP (please briefly sketch or describe preferred space layout. If no preference, please write "no preference"):



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BY COMPLETING AND SUBMITTING THIS FORM YOU AGREE TO:

- All request forms must be submitted 4 weeks prior to event.
- Allow 3-5 business days for processing/approval of event.
- Allow at least 2 weeks for graphic design.
- Please send unformatted written text for the creation of publications, programs, graphics, and other marketing/event materials.
- Allow at least 4 weeks for proper event promotion.
- Only approved events/activities are eligible for promotion.
- All request forms/dates will be handled on first come, first serve basis, unless otherwise authorized by leadership.
- All proposed content is required and must be provided by person/group requesting project/event/facility upon submission.
- Staff will edit your document(s) for overall wording, style, grammar, and IVH's graphics and branding standards policies.
- Carefully proofread your document during the production process; as the client, you are responsible for proofing and reading all submitted documents to ensure they are correct; you share responsibility for the quality of the final product.
- If IVH logo is used, The Indiana Veterans' Home is responsible for printing, unless other arrangements are made.
- All materials with IVH logo requires written approval prior to use and distribution.
- Submission of form does not imply approval of event.
- IVH is a non-smoking campus. Smoking is only allowed in designated areas.
- Clean up post-event and incur any cost due to damages.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS OF THIS DOCUMENT.

SIGNATURE: _____ DATE: _____

EMAIL ADDRESS(ES) TO RECEIVE CONFIRMATION: _____

ONCE COMPLETED AND SIGNED, SUBMIT THIS FORM TO: IVHEVENTS@IVH.IN.GOV

-OFFICE USE ONLY-

DATE RECEIVED: _____

DATE EVENT APPROVED: _____

RECEIVED BY: _____

PLANNING MEETING: _____