

External Event Request Form

Any external group seeking space to hold an event at Babson College must have a Babson Sponsor and adhere to the criteria set forth in the External Event Policy. The Babson Sponsor must complete and submit this form for review to: *Director of the Events Management Office, Nichols Hall, Babson College, Babson Park, MA 02457* or via email to eventsmanagement@babson.edu or fax: 781-239-5728. Requests must be submitted no later than 30 days prior to and no more than one year out from the desired event date. If you have questions regarding this form, please call (781) 239-5273.

EVENT SPACE WILL NOT BE RESERVED PRIOR TO APPROVAL FROM THE OFFICE OF SPECIAL EVENTS.

Babson Sponsor Information

All external groups must have an employee or Governance member of Babson College to act as the external event sponsor. **The external event must be in alignment with the Babson Sponsor's job function at the College.** The sponsor will be present anytime the external group is on the Babson's campus and will serve as the liaison between the external group and all Babson College offices unless all parties agree otherwise.

Today's Date

Name of Babson Sponsor

Dept and Title:

Phone Number:

Email:

External User Information

Group/Individual Name:

Group/Individual Address:

Group/Individual Phone Number:

Event Information

1. **Name of Event:**
2. **Type of Event:**
(meeting, conference, reception, etc)
3. **Date of Event:**
4. **Time of Event:**
5. **Preferred Location(s) of Event:**
(Rooms cannot be guaranteed at the time of request)
6. **Number of Attendees:**
7. **Logistics Needs*:**
 - a. **Media Services:**
(microphones, etc...)
 - b. **Catering:**
(breakfast, dinner, reception, bar service, etc...)
 - c. **Facilities:** (Custodial services, equipment, etc...)
 - d. **Public Safety:** (Parking Detail, if alcohol is served, this is mandatory)
8. **Is this a one time event or recurring? If recurring, how often and what is the end date?**
9. **Is this event related to the Babson sponsor's function at the College? If yes, how?**

10. **Is this event open to the Babson Community? (students, faculty, staff) If yes, is there a fee?**

11. **Please describe the purpose of your event and why it would be appropriate to be held on the Babson College campus:**

*PLEASE NOTE – This information will be used to help determine feasibility of event and if charges will be incurred for set up, catering, public safety detail, and media service

Babson Sponsor Signature

Date

For Internal Use Only

Date Received:

Reviewed by Committee:

Decision: