



BRYANT UNIVERSITY Conferences & Special Events

Event Inquiry Form

Organization Name: _____

Contact Name: _____

Phone Number: _____ E-mail: _____

Address: _____ City: _____ State: _____ Zip Code: _____

ORGANIZATION TYPE: Business Non-profit Have you held an event at Bryant in the past?

Items Needed When Hosting Events at Bryant: * A copy of your Certificate of Insurance listing Bryant as your certificate of holder.
* If you are non-profit we will need a copy of your tax ID.

EVENT TYPE

At Bryant University we host an array of events and conferences. Please check off all that apply to the type of event you would like to host at Bryant.

Day Conference # Days _____ Over Night Conference # Days _____ Camp (Athletic, Academic, Youth, etc) _____
 Lecture Government Business Meeting Event (Dinner Party, Cocktail Reception, Wedding, etc.) _____

EVENT DETAILS

Please include everything you would like us to know about your event, including services from audio visual to catering. Since Bryant University is always hosting multiple events on campus please provide us with two dates for your event. We will make every effort to accommodate your preferred date, but it's not guaranteed. Parking is at a premium at Bryant so please include the number of vehicles that will be parking on campus. Please include the exact time of the event, and the time you will need to setup for your meeting or event prior to your guests arriving. After we have all of the information you have provided for us we will put together a proposal. **PLEASE NOTE:** For meetings or events taking place during the winter months please provide a snow date as a back up date in case the University has to close due to inclement weather. This decision to use your snow date will be decided between 2 to 3 business days prior to your event date.

Event Date (option #1): _____ Include Start and End Date Second Event Date (option # 2): _____ Include Start and End Date

Event Start Time (Guests Arrive): _____ Event Ends (Guests Leave): _____

Number of Guests (Will need to know 30 days prior to the event.): _____ Number of Vehicles: (Will need to know 30 days prior to the event.): _____

CATERING SERVICES

Will you be serving food and/or beverages at your event? We are happy to work with you to pick out a menu that best caters to your event needs. Does any of your guests have food allergies? All food counts are due 3 weeks prior to your event contracted dated.

Breakfast Lunch Dinner Bar Service

SET-UP STYLE

Banquet (round tables & chairs) _____
Classroom# seating _____
 Lecture # seating _____
 Conference Room(boardroom) _____

AUDIO VISUAL (AV) SERVICES

What type of audio visual needs are you looking for? If we don't carry what you are looking for we can coordinate your AV needs with one of our outside audio visual companies.

Laptop # _____ LCD Projector # _____ Handheld Wireless Mic # _____ Lapel Mic # _____ Podium with Mic # _____

Other: _____

COMMENTS