



MASSEY UNIVERSITY

Event Notification Form

Please note: An event notification form must be submitted to the events office for all events occurring on campus 20 days prior to the event start date.

Name	
Department:	
Phone number	

Event Name		
Event Type	<i>(DROP DOWN LIST PLEASE) Lecture, Seminar, Awards Ceremony, Exhibition, Dinner, Powhiri, Meeting, Conference, Lunch, Farewell, Recruitment, Launch, Workshop, Other (explain)</i>	
Event date/s		
Times	Start:	End:
Guest numbers		
Venue 1		
Venue 2	and / or	
Venue 3	and / or	

* Please indicate whether rooms have already been booked through B&F

YES / NO

LOGISTICS

Food & Beverage requirements Proposed caterers? Will alcohol be served/supplied?	
Furniture requirements Trestles / Chairs / Lectern / Stage – Qty required?	
Directional signage arrangements? <i>Templates available from Events office</i> <i>Stands available from your college,</i> <i>B&F, Events office</i>	
AV requirements Mic / projector / filming / technician	
Duty Manager / Security requirements <i>Subject to approval as per Events</i> <i>Policy</i>	
Cultural requirements	
Set up time	
Pack down time	

MARKETING & PUBLIC RELATIONS

Where & how will the event be marketed?	
Are any dignitaries, high profile guests or media attending? If so, who?	
How does Massey feature within the marketing plan?	

FINANCIALS/SPONSORSHIP

Costs involved in an event may include services such as:

- Catering
- Cleaning
- Security
- Duty Manger
- AV technician

Who is financially supporting any costs involved with the event?

Name:

Department:

Is anyone sponsoring the event? If yes, in what way?

Other comments

Related Procedures

[Event Management Policy](#)

[Health and Safety Policy](#)

[Risk Management Policy](#)

For Events office use only
Authorised By:
Date: