

Schulich Event Proposal Form



Please allow up to 10 business days to process your Event Proposal Form

Before You Begin

Event permission will only be granted once 2020-21 incoming and outgoing Club Financials have been reviewed and approved by Cindy Zhuang, Financial Officer; czhuang@schulich.yorku.ca. **The month of September is exclusively dedicated to Career Development Centre events.**

1. Contact Details

Name of Club/Organization:	<input type="text"/>	Type:	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
Proposal Submission Date:	<input type="text"/>			
Club Event Director:	<input type="text"/>	Club President:	<input type="text"/>	
Schulich Email Address:	<input type="text"/>	CDC Advisor:	<input type="text"/>	
Phone Number:	<input type="text"/>	Faculty Advisor:	<input type="text"/>	

2. Event Details

Start Date:	<input type="text"/>	Start Time:	<input type="text"/>	End Date:	<input type="text"/>	End Time:	<input type="text"/>
Event Title:	<input type="text"/>					Budget:	\$ <input type="text"/>
Event Description: If the event is longer than 60 minutes, please attach an event itinerary to the Event Proposal Form.	<input type="text"/>					Approximate Total Number of Guests:	<input type="text"/>

3. Event Format

Indicate all that apply:

Virtual

Hybrid*

(On Campus & Virtual)

Off Campus

Weekend

***Please note:** Should it be safe to do so, portions of this event may not occur in person in the room(s) assigned. You may submit requests for hybrid events after October 1st, 2020.

4. Event Space Requirements

Indicate all that apply:

Rooms	Number of Guests Per Room	Number of Rooms	Start Date	Start Time	End Date	End Time	AV	Catering
Auditorium (Max. Capacity: 45)		N/A						N/A
CIBC Market Place (Max. Capacity: TBD)		N/A						
Executive Dining Room (Max. Capacity: TBD)		N/A						Mandatory
Private Dining Room (Max. Capacity: TBD)		N/A						
Student Common (Lower Level) (Max. Capacity: TBD)		N/A						
Classrooms (Max. Capacity: TBD)								
Breakout Rooms (Max. Capacity: 2)								N/A

5. Event Communications

Do you plan to use the Schulich/YorkU logo on your invitation design?

Yes

No

Schulich's Marketing and Communications department invites clubs to submit a post-event article summarizing the highlights of the event for the News Section of the Schulich website. If you are interested, please send your 300-word article with a high-quality photo attached to media@schulich.yorku.ca within 10 business days of your event.

6. Additional Comments

Event Approval

Sanctioned by Student Government (UBS or GBC)

Name

Signature

Date

Susan Kimberley, Events Specialist & Risk Analyst

Signature

Date

Internal Event Space Reference Number

Career Development Centre

Signature

Date

Booking Confirmation: For Office Use Only

Event Reference Number

Classroom Confirmation by ADA Office

Start Date

Start Time

End Date

End Time

Rooms Booked

Max.
Capacity

Catering
Permitted

Comments

Catering and Banquet Services Confirmation

Signature

A/V Services Confirmation

Booking Reference Number

General Questions

Susan Kimberley
skimberley@schulich.yorku.ca

Catering & Banquets

Sales & Catering Team
ELCcatering@schulich.yorku.ca

Classroom Bookings

ADA Office
roomrequest@schulich.yorku.ca