

CEB Pre-Event Request Form

Event Title:

Proposed Date and Time:

Location:

Brief Description of Event:

Estimated Attendance:

Estimated Number of New Registrations:

CEB's Role in the Event:

Student Rep Name:

Partnering Student Organization (if any):

Food Request (Type & Vendor & Phone Number):

Preferred Food Delivery Time:

Estimated Cost:

Marketing/Promotion Plan:

Additional Notes:

