

# SMU Alumni Relations Event Request Form

Please submit this form if you will require assistance from Southern Methodist University Alumni Relations department for any event your group is sponsoring. \* This form must be submitted a **minimum 30 days prior** to event date – no exceptions. \* SMU Office of Alumni Relations 3034 Daniel Ave. phone: 214.768.2586 – fax: 214.768.4776 - email: smualum@smu.edu

Today's Date: \_\_\_\_\_

Event Title: \_\_\_\_\_

Group Name: \_\_\_\_\_

Event Time and Date: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Audience: \_\_\_\_\_

Will there be any fee(s) associated with this event? If so what is the amount? \_\_\_\_\_

If venue has been reserved please provide details (venue name & address, contact person, phone number, etc...)

\_\_\_\_\_  
\_\_\_\_\_

## Event Type: please choose one of the following...

- Reception  Formal Dinner  
 Workshop/Seminar  Other (please explain) \_\_\_\_\_

## Please check ALL of the following applicable to your function:

- SMU Catering  Audio Visual  Special Room set-up  Email Invites/Reminders

Special Instructions:

Group contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_

## SMU INTERNAL ONLY:

Date received: \_\_\_\_\_ Date Completed: \_\_\_\_\_ Confirmation sent: \_\_\_\_\_

More Information required: \_\_\_\_\_