



Event Intake Form:

Fill out this form to request support for your upcoming event. Forms must be submitted at least **four weeks prior** to the event date.

Name

Email Address

Event Title

Event Dates and Time

Brief Description

Target Audience

Anticipated Attendance

Event Budget

Index Used

Index Holder

Support Services Requested:

Catering

Planning Programming

Coordinating with Campus Partners

Room Reservations

Meal Reservations

Post-event Survey

Honorarium Contract

Attendance Tracking

Other (please expand):

Booking Accommodations

Technical or A/V Support

For external events, please return this completed form to Emma Oravec at ejo@uoregon.edu. If you have questions or would like to schedule a consultation, please contact Emma at (541) 346-2494 or by email.

For internal events, please return this completed form to Melody Olmsted at molmsted@uoregon.edu. If you have questions or would like to schedule a consultation, please contact Melody at (541) 346-2321 or by email.