UNIVERSITY of HAWAI'I® WEST O'AHU

Food Services & Events
Event Request Form
UH West O`ahu - 91-1001 Farrington Hwy., Kapolei, HI 96707

REQUESTOR and ON-SITE CONTACT INFORMATION

Requested by:	Date of Request:
Affiliation: ☐ UHWO Student ☐ UHWO Affiliated ☐ UHWO Faculty/Staff ☐ General Public	Department (If applicable):
Requestor's Phone Number & Extension	On-Site Contact:
Requestor's Email Address	On-Site Contact's Mobile Phone Number:

EVENT INFORMATION

Event Name:	Event Day/Date:
Event Type:	Preferred Location:

Event Start Time:* **Not including set up.*	Event End Time:* **Not including breakdown.*	# of Guests:

FOOD and BEVERAGE REQUIREMENTS

☐ Breakfast
☐ Lunch
☐ Dinner
☐ None

☐ Own Food*
☐ Outside Vendor*

**MUST ABIDE BY FOOD & BEVERAGE POLICIES*

Audience:
☐ UHWO Students/Faculty/Staff
☐ Non-UHWO Students/Faculty/Staff

Admission charged or Donation solicited:
☐ Yes
☐ No

Special Needs/Requirements

SET-UP REQUIREMENT

☐ Theater Seating # of Seats: ____
☐ U-Shaped Seating # of Seats: ____
☐ 6 ft Rectangular Tables # of Tables: ____
☐ Round Tables with 8 seats # of Tables: ____
☐ Round Tables with 10 seats # of Tables: ____
☐ Podium
☐ Existing Setup
☐ Other

AUDIOVISUAL REQUIREMENTS

☐ Podium Microphone
☐ Wireless Handheld Mic
☐ LCD Projector
☐ Labor: AV Technical Hours: _____
☐ Other: _____
☐ Wireless Lavaliere/Lapel Mic
☐ Screen

IT REQUIREMENTS

(Requestor must submit a service request)

☐ Guest Wifi Access
☐ Labor IT Technician
☐ Other:_____

PAYMENT METHOD

☐ Cash/Check ☐ Credit Card ☐ Purchase Order ☐ IDO

Proposed Budget:

PLEASE RETURN COMPLETED FORM TO uhwofse@hawaii.edu
If you have any questions, please call (808) 689-2528 or ext. 2528 from a UHWO campus phone