



MARKETING AND COMMUNICATIONS

College of Engineering, Architecture and Technology

CEAT Events Form

Event Details

Event Name: _____ Desired date: _____ Desired time: _____

Event Contact Name: _____

Email: _____ Phone Number: _____

Description of event: _____

Please include a diagram of desired setup with form

Event Questions

Desired Location: _____

How many guests are you expecting? _____

Will you need tables/chairs?
Please explain _____

What equipment will you need?
(Ex. Laptop, projector, podium, mic, portable speaker, etc.) _____

Will you need graphics made?
(Flyer, invite, monitor screens, etc.) _____

Do you need CEAT Events to order food for the event? _____

Desired food provider: _____

What would you like to order? _____

Please provide any additional details: _____

If applicable:
Do you have a fund # for food approval forms? _____

Do you have a flyer or agenda for the event? ***If so, please include with form*** _____

Send form to ceatevents@okstate.edu