



Express Newark

Reservation Request Form

Office of Reservations and Special Events
Phone (973) 353-5568 | Email events@newark.rutgers.edu

Organization/Department: _____ Contact Name: _____

Phone: _____ Email: _____

Event Title: _____ Event Date(s): _____

Requested Room(s): _____ Estimated Attendance: _____ Rutgers Affiliated Guests: _____

Setup Start Time: _____ Event Start/End Time: _____ Breakdown End Time: _____

Brief Event Description: _____

Timeline of Activities Planned During Event (please attach agenda if relevant): _____

Nonprofit Status: Nonprofit Certified 501(C)(3) organization Government Agency I am a 501 (C)(3), but I am non-profit certified or a state or local government agency N/A

Yes No Working with any external vendors?
If Yes, please specify: _____

Yes No Will alcohol be served or sold?
Alcohol Form Required

Yes No Will services and/or merchandise be sold?
If Yes, please specify: _____

Yes No Will the event be advertised off campus?

Yes No Is the event open to the public?

Yes No Will admissions or donations be collected?

Yes No Is media expected to be at your event?

Yes No Will tickets be sold at the door?

Yes No Will you have food/catering at your event? If yes for catering, clarify: _____

Please list any speakers/panelists for this event:

Please list any special VIPs who may be attending the event:

Set-up Type (select all that apply): U-Shape Conference Closed Conference Square Hollow Conference Square

Theater/Row Classroom Banquet Circle of Chairs Reception Fair

General Equipment & A/V Equipment Needed (insert quantity):

Empty Room

For prices, visit our website <https://go.rutgers.edu/RUNEvents>

6' x 30" Rectangular Table

Chairs

In-Room TV Monitor

Advanced AV

6' x 18" Rectangular Table

Easel

Coat Rack

6' Round Table [seats 8]

Stage Pieces [4' x 8' per piece]

Wireless Mic

Bistro Table

In-Room Projector/Screen

Podium

