



Event Information Form

Title of Event		
Event Type <i>(select one)</i>		
<input type="checkbox"/> General Event <input type="checkbox"/> Conference <input type="checkbox"/> Meeting <input type="checkbox"/> Other: _____		
Which Event Service level would you like? <i>We offer four (4) distinct event levels, please visit our Event Levels to view our current event levels. These levels can be customized to fit your event needs. Please reach out to cnf@uleth.ca to learn more! If you select the custom package option our team will reach out to tailor a package for you.</i>		
<input type="checkbox"/> Platinum Level <input type="checkbox"/> Gold Level <input type="checkbox"/> Silver Level <input type="checkbox"/> Bronze Level <input type="checkbox"/> Custom Package		
Is this an External Event <i>(I.E. Non UofL Event):</i>		
<input type="checkbox"/> Yes, this is an external event <input type="checkbox"/> No, this is an internal event		
Number of Guest/Attendees		
Event Date	Start Time	End Time
Event Setup Deadline		Event Wrap-up deadline
Main Contact <i>(event organizer)</i>	Phone	Email
Secondary Contact <i>(if applicable)</i>	Phone	Email
Desired Space & Alternatives <i>Please list your desired event space and any alternatives if that space is booked or unavailable. Please see our Campus Map for more information on buildings and parking lots.</i>		
Purpose & Goals of the Event <i>Please describe the goals and purpose of your event so our team can ensure every detail aligns with your vision and expectations.</i>		

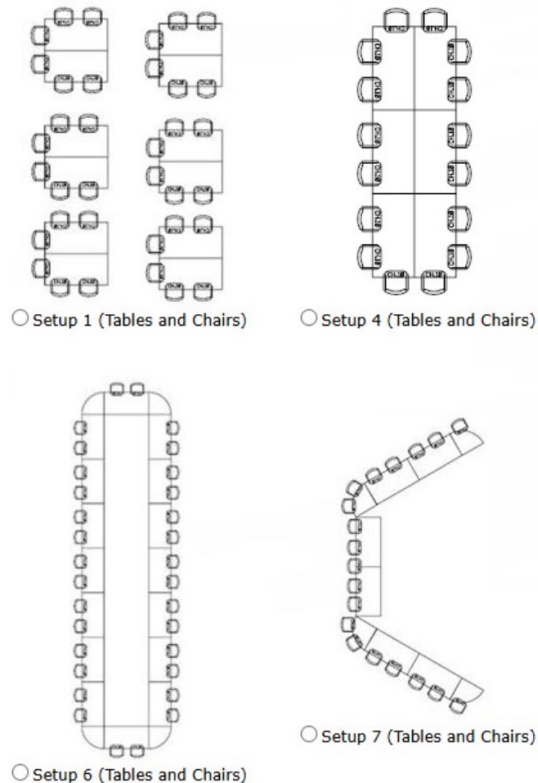


Facility Requirements for your Event

Tables & Chairs

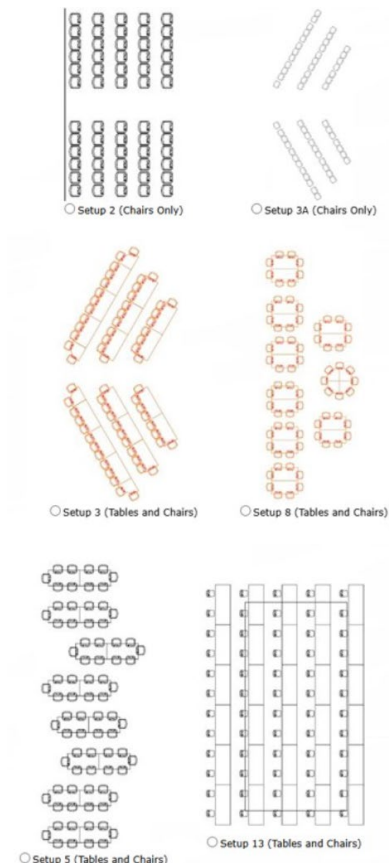
Select number of chairs and the associated setup style. Our team may contact you to confirm these details with you.

[] 1-30 Chairs



Setup Style: _____

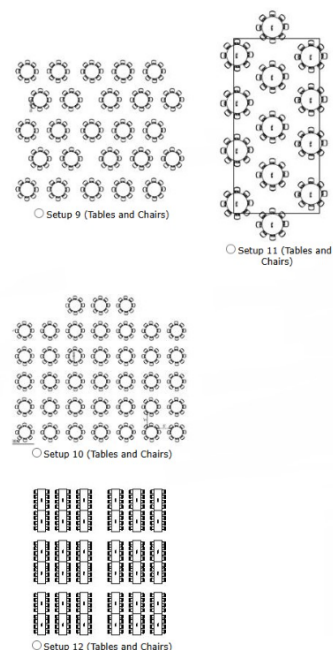
[] 31-80 Chairs*



Setup Style: _____

**Please note that setup 2 and 3A are not available in PB210.*

[] Over 81 Chairs*



Setup Style: _____

**Please note that this setup is not available for AH100.*

Set-up notes & additional comments:

FOAPAL (For internal users)

Department: _____

Fund: _____ Org: _____ Acct: _____ Prgm: _____

Activity: _____ Location: _____



Catering & Food Requirements

The University of Lethbridge is proud to offer three approved catering vendors on campus as per the [Provision of Food & Alcohol Services](#) policy. Please note that the Students Union Building and the Calgary Campus are exempted from the approved catering services requirement. Please select your preferred catering choice below.

☐ Fresh Fork (Chartwells)
(On-campus Vendor)

Fresh Fork Catering Services Contact
Email: catering@uleth.ca
Phone: 403-331-4475 or 403-360-4668

Online Menu: [Fresh Fork Menu](#)

☐ Prime Catering

Prime Catering Contact
Email: info@primecatering.ca
Phone: 403-331-6922

Online Menu: [Prime Catering Menu](#)

☐ LA Chefs

LA Chefs Contact
Email: lacheefs@lacheefs.ca
Phone: 403-320-7702

Online Menu: [LA Chefs Menu](#)

Food & Beverage Order

Please outline your food and beverage requirements for this event, including specific items and service times. Provide as much detail as possible so we can best accommodate your needs. A member of our team may contact you to review and confirm your order before it is finalized.

Alcohol & Liquor

Any event at the University of Lethbridge that has Alcohol is subject to the universities [Alcohol Policy](#) and prior approval is required. Alcohol may only be provided by one of the approved catering vendors.

☐ Yes, I would like Alcohol at my event ☐ No, I do not want Alcohol at my event.

If yes, what type of bar would you like:

☐ Cash Bar ☐ Hotel Bar (Open Bar) ☐ Reduced Cost Bar (Toonie/Loonie Bar)

☐ Other (combo of Bar types, drink tickets)

If other, please describe: _____

Please send any supporting documentation to cnf@uleth.ca.

Additional Notes & Comments:



General Event Set-up

Please provide as much detail as possible.

<input type="checkbox"/> Electrical Required. If yes, how many electrical cords are needed:	<input type="checkbox"/> Folding Screens. <i>Accordion style screens that fold out to 25' providing 50' of display space. Please enter the number of folding screens required.</i> If yes, how many are needed:	<input type="checkbox"/> Tackboards/Whiteboards. <i>(Size 4' x 6' x 80"). We supply brushes, users must supply chalk or whiteboard pens.</i> If yes, how many are needed and any additional details:
<input type="checkbox"/> Coat Racks. <i>Each coat rack holds 100 coats.</i> If yes, how many are needed:	<input type="checkbox"/> Staging Required. <i>Stage panels are 4' x 8' in size and come in 8", 16", or 24" .</i> Please enter the size and height of stage required. (e.g. 8' x 12' & 16" high):	Any other items not listed in this form:

Audio/Visual (AV) Setup

Does your event require any audio or visual set up from IT services. Please note that there may be additional charges, and blackout dates for AV outside of the universities normal business hours (M-F, 8:30 am - 4:30 pm).

<input type="checkbox"/> Yes, my event needs AV. <input type="checkbox"/> No, my event does not need AV.	If yes, please select the following needs: <input type="checkbox"/> Podium with Mic. <input type="checkbox"/> Additional Mic. <input type="checkbox"/> Additional Video Requirements. <input type="checkbox"/> Specific Content Delivery Needs.	Additional needs and comments:
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Event Parking Needs

If you require parking for your attendees, dash permits can be purchased prior to your conference. You may have your attendees pay for their own parking using the [Honk mobile app](#). See our [Parking Services website](#) for more information,

<input type="checkbox"/> Yes, I will need parking for my event. <input type="checkbox"/> No, I do not need parking for my event.	Please provide the total number of passes required for the dates of your event:
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Accommodations

During the summer (May to August) we are please to offer on-campus accommodations via the Lux Hotel and the Sandman Signature Lethbridge Lodge during the school year (September to April). Please note that we require at minimum two (2) weeks notice to secure your room block. Please let us know if you would like accommodations for your guests.

- ☐ Yes, I would like on-campus accommodations (Lux Hotel) (summer only).
- ☐ Yes, I would like off-campus accommodations (Sandman Sig.).
- ☐ No, I do not need accommodations.

If yes, please tell us what you need for accommodations:

Registration Kits

If providing registration kits to your attendees, the items for the kits will be required to be delivered to the Conference and Event Services office BN123 one (1) month in advance. Additional costs may apply.

- ☐ Yes, I would like Conference & Event Services to assemble registration kits for me.
- ☐ No, I do not need Conference & Event Services to assemble registration kits for me.

If yes, please describe the registration kits and the contents that you would like to include:

Name Tags

We are happy to prepare and provide name tags for your event. Please note that we require one (1) month of advanced notice. Please describe what you like. Additional fees may apply.

- ☐ Yes, I would like name tags prepared for my event.
- ☐ No, I do not need name tags.

If yes, please send cnf@uleth.ca an excel sheet with your attendee names and other items to placed on the name tags.

Excel template available here: **Name Tague Template**

Additional Comments

Is there anything that we missed or any additional information you would like our team to know?

Thank you! Please contact the Conference & Event Services team at cnf@uleth.ca or at 403-329-2244 if there is anything more we can help with. We are looking forward to helping to make your vision come to life!