



Event Request

2500 E. Nutwood Ave.
Fullerton, CA 92831
714-879-3901 x7474

Thank you for your interest in holding an event at Hope International University. This general information form will help us begin the process of facilitating your event. Please fill out this form in its entirety. You will receive a response within 72 hours after submission of the form.

Estimated Date(s): _____ Day(s): ☐ M ☐ T ☐ W ☐ Th ☐ F Today's Date: _____

Facility Requested: _____

Event Name: _____

Group(s) Name: _____

Leader/Contact Name: _____

Contact Info: Work Phone: _____ Cell: _____ Email: _____

Event Start Time: _____ ☐ AM ☐ PM Event End Time: _____ ☐ AM ☐ PM

Event Set-up Time: _____ ☐ AM ☐ PM Event Take Down Completion Time: _____ ☐ AM ☐ PM

Estimated Attendance: _____ Parking Spaces Required: _____

Catering Required: ☐ No ☐ Yes (A catering request form will be given to you upon approval of event.)

Event Type: ☐ Band ☐ Speaker ☐ Drama Instrumentals ☐ Choir
☐ Other _____

Event Details:

Set-up Details:

Equipment Needed: ☐ Piano ☐ Wireless HH _____ ☐ Wireless LAV _____ ☐ Mons _____
☐ Chairs _____ ☐ Music Stands _____ ☐ Risers _____ ☐ Decks _____
☐ Projector _____ ☐ Laptop _____ ☐ Audio-Recorder ☐ Video-Camera
☐ Other _____

Please list all equipment that you are bringing: _____

Please Note: This does not guarantee that your event has been scheduled. This is only a request for scheduling an event at the University.

For questions regarding this form, or holding an event at Hope International University please contact:

Christopher Mathaga

Director of Conference Services/Events Coordinator
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