THOMAS MORE
UNIVERSITY

Event Request Form

Welcome to Thomas More University! We are thrilled that you are considering our campus as the venue for your upcoming event. To ensure that we can best support your event, we ask that you review the following guidelines and provide the requested details.

Organization	
Contact Name, Email, and Phone Number	
Event Name	
Date of Event. If your dates are flexible, indicate your options	
Time of Event	
Location requested, or location-specific needs	
Expected Number of Guests	
Event Description (Including purpose, theme, and target audience)	
Does the event include minors. If so, how will you ensure supervision.	
Describe any plans for food and beverage. Events must utilize the University's catering services. Specify if alcohol will be involved.	
Describe technology/AV needs	
Will you need reserved parking?	
Describe additional support needed	
Do you have a budget in mind?	

Please submit the completed form to events@thomasmore.edu. We look forward to the possibility of supporting your event and further strengthening our partnership. If you have any questions or need more assistance, please contact us at events@thomasmore.edu or 859-344-3571.