

Event Questionnaire

Thank you for your interest in holding an event at The College of New Jersey. Our External Events Manager, Alanna Gutchigian, can assist with the planning and would need some further details in order to check availability and make sure we have appropriate accommodations.

Please forward the answers to these questions to gutchiga@tcnj.edu.

Name of Organization and/or Contact Person (address, phone, email)

Dates/Times (please list several if you have the flexibility)

Amount of people

Number of Meeting and Breakout Rooms required

Setup (rounds, classroom, u-shape, reception, etc)

A/V needed (projector, screen, microphone, stage, podium, etc)

Catering can be provided through Sodexo (menu attached)

Clients can make arrangements for outside Catering with drop off/pickup info provided prior to the event

All external events are required to provide insurance

Athletic Space

Name of Organization

Dates/Times

Field(s) needed/Type of athletic event

Do you need ice/water at the event

How many goals are needed

How many participants are expected

How many spectators are expected

Do you need a lighted field

We require a Certificate of Liability Insurance and Waiver Forms for all minors that are participating (this information is attached for your files)