

# Events Management FM Questionnaire



The Events Management FM Questionnaire collects the basic requirements for an external event and the details of the hirer. External events are events held on UCOL property by UCOL staff, students or external parties. Off-site events are not covered by this questionnaire.

Thank you for your enquiry, UCOL would appreciate it if you could fill out and return this form as soon as possible.

Organizations Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Hire: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_

Type of Space Hire:

- Tutorial/Class Room
- Computer Lab
- Atrium/Auditorium
- Specialised Space \_\_\_\_\_
- Other \_\_\_\_\_

The Event will include:

IT Requirements:

- Projector/Audio
- Internet
- Printing
- Software Installation
- Other \_\_\_\_\_

Facilities Requirements:

- Set Up
- Hot Water
- Cleaning
- Café
- Space Reinstatement
- Other \_\_\_\_\_

Brief Description of the Event:

\_\_\_\_\_