

Event and Exhibition Request

E.I.K. Yale School of Art, 32 Edgewood Ave.

Please print and fill out all the information below and drop off to Alex Adams, Facilities Supervisor #122, Yale School of Art, 1156 Chapel Street.

You will be contacted when your event is approved

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1. Describe your proposal and what will take place in detail below:

2. What are the dates you are requesting to use E.I.K. and when will it be open to the public (You may request up to 72 hrs):

3. What is the expected occupancy?

\*It is intended that all E.I.K. events are public, except class sessions.\*

4. Will there be seating provided? If so, please note how many chairs you will need below.

\*Typically for events there are 30 chairs set up.\*

5. Does your proposal need audio/visual equipment for presentations? If so, please list below.

6. What refreshments will you be providing?

If there is alcohol at your event, you will need to hire a state licensed bartender.

7. Lead contact for your event:

Name:

Phone Number:

Email:

Net ID:

Yale Affiliation:

## 8. Installation/Deinstallation Information

8a. Will the event need to install anything? If so, explain in detail below.

\*E.I.K. is always set up for lectures, if projector and screen needs to be broken down this needs to be confirmed two weeks in advance of the event. We will break down the equipment two days before installation begins.\*

8b. Who will be responsible for install/deinstall, etc.? Please note contact information of who will be installing/deinstalling below.

Name:

Phone Number:

Email:

Net ID:

Yale Affiliation:

8c. What dates will the person responsible for installation need card access to E.I.K.?

\*Upon your event being approved, please have promotional image and blurb ready to send to Alex.\*

Approved by:

Alex Adams, Facilitates Supervisor

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Dean Marta Kuzma, Yale School of Art

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