Contacts/Leaders:

* Lead Planner – Name, Phone Number, Email Address
* On-Site Contact – Name, Phone Number, Email Address
* Other – Name, Phone Number, Email Address

Estimated Number of Guests:

Nearest Hospital:

Location of Nearest Exits:

Location of AED/First Aid Supplies:

Location of Fire Extinguisher:

Designated Outside Meeting Place(s):

Nearest Exterior Door/Window-Free Space:

# NAME OF EVENT

Date, Location (Including street address)

**Office of Advancement**

Advancement Events

Longaberger Alumni House

2200 Olentangy River Road

Columbus, OH 43210