

2024 SPECIAL EVENT FORM - DC

YOUR EVENT IS PENDING UNTIL YOU RECEIVE AN APPROVAL WITH AN EMAIL CONFIRMATION

Date for Final Walkthrough at least 48 business hours prior to the start of your event	
Room Requested	
Full Name of the Event	
Date of the Event	
Time of Event (please note when guests are expected to arrive) <i>*please note, events outside of regular business hours (M-F 8-6pm) are charged for overtime HVAC</i>	
Attorney's Name	
Internal Meeting Y/N	
Is this a PAC event? Y/N	
Is this a Deposition? Y/N	
Client Meeting Y/N	
Client wanting to use our space Y/N	
Client Name	
Client Matter/Charge Number	
Number of Attendees	
Primary AP Contact	
AP attorney speaking or participating in event Y/N	
AP Attorney Attending the event Y/N	
Food Set-up Y/N	
Drinks set-up Y/N	
IT Equipment Needed Y/N	
Charges for catering services - Internal or External invoicing. (Please provide name, address, email, and phone number, if external) All external events must use FLIK for food & beverage service	
Tax Exempt Y/N	
Event Day AP Contact to Greet Organization Contact	

<p>Lobby Registration for 10 or more external guests Y/N 10 - 49 external guest require 1 lobby attendee 50 - 98 external guest require 2 attendees 99 or more external guest require 4 attendees</p>	<p><i>please provide names; tbd responses not permitted</i></p>
<p>Meeting Floor Escort person(s) responsible for escorting guests from the 10th floor reception desk to meeting space</p>	
<p>East Elevator Access for Meetings in 2141 or 3137 Y/N</p>	
<p>Is signage needed? Y/N Please confirm verbiage and where signage should be placed</p>	
<p>West Elevator Service (Y/N) If yes, please provide start and end times.</p>	
<p>Unlock Elevator Lobby Doors (Y/N) If yes, please provide start and end times.</p>	
<p>Will a photographer attend the event Y/N If yes, please provide their name/company?</p>	
<p>Will a videographer attend the event Y/N If yes, please provide their name/company?</p>	
<p>Parking validation needed Y/N (Monday- Friday events only) *maximum of 10 spots pending approval*</p>	
<p>Guest List</p>	
<p>Security detail, please provide detailed information</p>	
<p>Business Development Y/N</p>	
<p>Legal Recruiting Y/N</p>	
<p>Outside Organization wanting to use our space through an AP relationship Y/N</p>	

Additional Notes/Comments

**Please note, your event may be subject to
Admin/Operational charges**