

INFORMATION SESSION / EVENING PRESENTATION REQUEST FORM

COMPLETED FORMS SHOULD BE FAXED TO THE BCSC AT (785)864-5078



The University of Kansas • Business Career Services Center
125 Summerfield Hall • 1300 Sunnyside Avenue
Lawrence, Kansas 66045
Phone 785-864-5591 • Fax 785-864-5078
bcsc@ku.edu • www.business.ku.edu/BCSC

Information Sessions are a great way to generate interest in your company and/or to provide pertinent information to students regarding your organization, recruiting process, and career opportunities.

The Business Career Services Center is happy to coordinate room reservation requests through the Kansas Unions. Room rental fees will be charged the University discount fee when the reservation is initiated through our office. Room fees can be found at: http://www.union.ku.edu/es_roomchart.shtml. The recruiting organization is responsible for all room fees including catering and/or AV equipment, and will be billed directly by the Kansas Unions for associated expenses. Further information on Union Policies can be found at: http://www.union.ku.edu/es_policies.shtml#top

***** IMPORTANT NOTE FOR OFF-SITE EVENTS ***** If your organization is hosting an off-site evening or pre-recruiting event, please share relevant details with our office so that we can post the logistics in our recruiting management system. Our office routinely fields questions from students regarding off-site events.

Company Name: _____

Day & Date of Presentation: M T W TH F _____ **Anticipated Number of Students:** _____

Location (to be completed if you event is **off-site**): _____

Room Reservation Time: _____ to _____ **Information Session Time:** _____ to _____

Room Set-Up: Round Tables _____ Theatre/Classroom Style: _____ Hollow Square or U: _____ Other: _____

Session: OPEN TO ALL STUDENTS _____ OPEN TO "INVITED TO INTERVIEW" Students ONLY _____

Opening your session to all students allows you to increase the visibility of your organization on campus and market your company to future applicants – freshmen, sophomore, and junior level students.

Attire: Business Casual _____ Business Professional _____ Casual _____

Will refreshments be served: Yes _____ No _____

REFRESHMENTS: For assistance with your catering needs, please contact KU Dining directly:

Whitney Fox

Catering Coordinator, Kansas Unions
(785)864-2444 and wfox@ku.edu

Online Catering Guide and Prices: http://www.union.ku.edu/forms/cateringguide_08-09.pdf

AUDIO-VISUAL NEEDS: Additional audio-visual options/fees can be found on the KS Union Media Services menu at: http://union.ku.edu/es_avrates.shtml

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| <input type="checkbox"/> Data Projector (\$75) | <input type="checkbox"/> VCR/DVD & TV Monitor (\$40) | <input type="checkbox"/> Screen (No charge) |
| <input type="checkbox"/> Overhead Projector (\$10)
(for transparencies) | <input type="checkbox"/> Laptop (\$50) | <input type="checkbox"/> AV Cart (\$6) |
| <input type="checkbox"/> Podium (No charge) | <input type="checkbox"/> Flip Chart w/pad & markers (\$10) | <input type="checkbox"/> Other _____ |

BILLING INFORMATION:

Billing point of contact: _____ E-mail address: _____

Phone: _____

Billing address: _____

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