



**NATIONWIDE CHILDREN'S HOSPITAL
CONFERENCE CENTER**

520 Butterfly Gardens Dr, Columbus OH, 43215

EXTERNAL EVENT REQUEST FORM

Company:

☐ Non-Profit ☐ For-Profit

Tax-Exempt Organization(s) under Internal Revenue Code Section 501(c)(3)

☐ Yes ☐ No

**(If tax-exempt, please e-mail documentation to Conference Center Operations –
ConferenceCenter@NationwideChildrens.org)**

Event Title:

Purpose of event:

Have you used Nationwide Children's Hospital facilities in the past?

☐ Yes ☐ No If yes, date(s)

Supported by Nationwide Children's Hospital: ☐ Yes ☐ No If yes, which department and contact are you working with

Will your event require Continuing Education (CE) credits? ☐ Yes ☐ No

Designated Point of Contact:

E-mail:

Phone:

Mailing Address:

Date(s) Requested:

Room(s) Requested: ☐ Allen A ☐ Allen B ☐ Allen (combined) ☐ 1st Floor Lobby
☐ Spark ☐ CD 2.2 ☐ CD 2.3 ☐ CD 2.4 ☐ CD 2.6A ☐ CD 2.6B ☐ CD2.6 (combined)

Event Time:

(Please include 1-2 hours before and after depending on your set-up and tear-down needs.)

Setup Needs: ☐ Classroom ☐ Banquet ☐ Theater ☐ Crescent ☐ Pods
☐ U-shape ☐ Cocktail ☐ Other

Expected Attendance:

(If Applicable) Expected # of NCH Staff:

Type of Participants: ☐ Community Leaders ☐ Business ☐ Children & Families
☐ Students ☐ Health Professionals

Will there be an entry fee for event participants?

Catering Needs:

Catering must be ordered from the preferred list of catering vendors. The event contact and/or the catering vendor is responsible for disposing of any leftover catering. Full-service catering is required for all buffets and other complex catering needs. For additional catering guidelines, please reach out to Conference Center Operations.

Will you have catering?
Yes ☐ No ☐

Who is the selected caterer?

Please provide order details and submit a copy of your order to Conference Center Operations:

AV Needs:

Virtual Meeting Software:

- Teams ☐
- Webex ☐
- Zoom ☐
- OTHER ☐

Equipment for hearing impaired?

Content/Presentation:

- PowerPoint ☐
- YouTube Video ☐
- Software Application ☐

Content Source:

- Laptop ☐
- Shared Drive ☐
- Cloud/Internet ☐

AV Tools and Quantity:

- Projector ☐
- Podium Mic ☐
- Hand-Held Mic ☐
- Clip/Lapel Mic ☐
- Sharing Audio within Presentation ☐

Additional AV info:

Event Rentals:

Please specify if you will have any event rentals sourced through an outside vendor (dinnerware, furniture, etc.). Delivery and pick-up must be approved and coordinated through Conference Center Operations. Please provide a copy of the order as well as a point of contact for the utilized vendor.

Parking:

Will you need parking validations (\$2 per vehicle)?

☐ Yes ☐ No Quantity

Will you need valet services? ☐ Yes ☐ No If yes, please list guest arrival and departure times

Is there any additional information we should know about your event?

*This form is solely intended for the purpose of gathering information regarding your event request and does not constitute a legally binding contract.