



Baylor College of Medicine

Notification OF SPECIAL EVENT

1 Event Information

Title of Event: _____

Contact: _____ Phone: _____

Start Date of Event: _____ End Date of Event: _____

Start Time: _____ End Time: _____

Location of Event: _____ Room No: _____

Anticipated Entry Point at BCM for guests: _____

2 Attendees Information

Number of Attendees: _____

Will attendees be wearing ID's badges? yes no

Will they need to be signed in? yes no

Will guest list be provided for the event? yes no (Guest list should provide name and company)

Any special needs for event? yes no

If yes, please specify: _____

Following to be approved by both Department and Security:

If group is larger than 25 people, contact information of departmental staff to assist Security:

Name: _____ Phone: _____

Charge source for additional security personnel: _____
(\$75.00 hourly for each person with four hour minimum)

3 Regulations

BCM Policy prohibits any children under the age 16 on BCM properties.

The use of the Anderson Courtyard for special events must be approved and scheduled by Public Affairs at 713-798-4710.

Written permission from Public Affairs must be obtained in order to serve alcohol beverages at any event and the approval provided to Security.

Please email the completed form to the Security Office at bcm-security@bcm.edu or Room 112H no less than 72 hours in advance of the event. The larger the group, the more advance notice will be needed to insure your guests receive the best possible customer service we can provide while maintaining the best security of the College.

4 Helpful Hints

For catering services, please contact BCM Food Services at 8-4410.

In the event food will be served at the event, please contact Housekeeping at 8-4832.

To order BCM tables and chairs, please contact General Services at 8-5342.

To address lighting, air conditioning, or other facility related matters, please contact Facility Services at 8-4826 or after hours 713-798-4831.