

Joseph J. Zilber College of Public Health

1240 N. 10th Street, Milwaukee, WI 53205
Phone: 414-229-3001



External Event Request Form

Contact Information

Organization Name

Bill to:

Name

Street

City State Zip

Contact Name:

E-mail Address:

Phone Number:

Has your organization hosted an event at Zilber before?

Yes No

Are you affiliated with the UW System?

Yes No

Event Details

Title of Event (this will be displayed on welcome signage)

Date of Event:

Event Set Up Time:

Event Start and End Time:

Additional Comments:

Expected number of attendees:

Will you require social distancing measures?

Yes No

Will you be bringing in catering?

Yes No

Caterer:

Preferred Room Set Up:

(Actual set-up will depend on room and number of attendees)

Please Note:

- Our building hours are 8:00am-4:30pm. Earlier set-up times are negotiable, but not guaranteed.
- The Zilber School of Public Health has limited event staffing. We will arrange tables and chairs and assist with technology needs, but your group is responsible for all set-up and clean-up, including any catering arrangements. This includes leaving the room in the condition that you found it and notifying us of any damage or spills that occur. Failure to do so may result in the denial of future room requests and additional charges.

Technical

- All rooms are equipped with built-in audio and visual capabilities including a computer, projection system, and internet. Larger conference rooms are equipped with microphones.
- Guests are able to access the Public UWM wifi at no cost.
- White boards and markers are available for your use.

Do you need Zoom or other video conferencing capabilities? (additional fees may apply)

Parking

Parking is available at the Brewer Interstate Parking Structure located at 1213 N. 9th Street, Milwaukee WI, 53205. To cover the cost of parking for your attendees, parking vouchers may be requested in advance and billed to the event at **\$8/voucher**.

Number of Requested Parking Vouchers:

(An approximation is fine)

Otherwise, attendees will be responsible for paying with cash or credit upon leaving the structure. Metered street parking is also available.

How did you hear about us? (Social Media, Referral, Returning Client, Website, Other)

Please return completed form to Maryam Muhammad at muhamm34@uwm.edu