

MSEC Student Event Request Form

Please submit the completed form to: EducationEventsOffice@med.cornell.edu.

WCM MD Student Guidelines

1. All student events supported by funding from Medical Education/WCM must be organized in partnership with the Education Events Office.
2. The Education Events Office must be contacted at least 6-8 weeks in advance of the event date.
3. All off campus vendors and/or venues must submit required contacts to the Education Events Office for review and approval no later than 6 weeks in advance of the event date.
4. Payments to off campus vendors and/or venues must go through the Education Events Office.
5. Alcohol (Beer, Wine, Cider and Hard Seltzer only) must be served by a Griffis Faculty Club bartender. Required paperwork related to the serving of alcohol must be submitted accordingly. Food must be provided if alcohol will be served.
6. In accordance with current institutional guidelines, vaccination requirements are no longer required for visitors and vendors. A final dose of the COVID-19 vaccination is still a requirement for all WCM faculty, staff, students, volunteers, and interns. Visitor guidelines can be found [here](#).

Requestor Name: _____ Requester CWID: _____

Organization Name*: _____

Event Description:
(include purpose and attendees) _____

Event Date: _____ Start/End Time: _____

Preferred Location: _____

Room Setup _____

Guest Count: _____

Budget: _____

* If applicable, please specify the Class Council year, Department and/or MSEC leadership member involved in organizing this event.

Please select the following details that are applicable to your event:

- Alcohol (*additional paperwork required: [Request to Serve Alcohol form](#)*)
- Griffis Bartending Services
- Food from outside vendor. Please specify the vendor: _____
- Food from Griffis Faculty Club
- AV Services (i.e., mic, projector, speakers)
- Other: _____
- Other: _____