



AVERETT
UNIVERSITY
— SINCE 1859 —

Event & Room Requests

Every meeting and event at Averett University must be coordinated through Meeting & Event staff.

This does not include booking of classrooms, which is done by the Registrar's office.

- The first step in requesting a meeting or event is filling out the new Event Request form. Please go to <https://forms.office.com/r/akS4VhYAMH> or scan the QR code below.
- Once the form has been submitted, Meeting & Event staff will review the request and contact the requestor regarding approval.
- Meeting & Event staff will handle all communication with auxiliary services (Bon Appetit, Facilities, IT, Security) about the requested event.
- All communications with these office will be done by Meeting & Event staff.
- Event requests must be made at least 2 weeks prior to event date.
- All event changes must be communicated through Meeting & Event staff.



Meeting & Event staff contact information:

Lynnette Lawson: llawson@averett.edu (434) 791-5650

Lynsey Corriher: lnorriher@averett.edu (434) 791-5852

Classroom requests through Kristi Gilliam / Registrar

North Campus requests through Drew Bailey

Blount Chapel & Pritchett Auditorium require dual approval through Meeting & Events and Registrar