

University Events Request Form

All information must be entered to ensure timely scheduling.

Name _____ Phone Number _____

Department/Organization _____ E-mail _____

Address

Event Title _____ Event Attendance _____

Event Description _____

Event Date _____

Facility Request

Private Event

Public Event

Event Start Time

Event End Time

Set-up Time

Clean-up Time

Set-up For Event:

Please include audio visual, sound, and building service support needs. Include diagram if available.

Will food be served? If Yes, explain.

Will you need any special parking request?

Please allow up to five days, for e-mail confirmation on all facility request.

Please include all facility set-up, as it will be considered in each request as well.