

SCHEDULED EVENTS REQUEST FORM

Date of Request: _____

Use this form to request facilities for your special event.

Be sure to include all special instructions for Physical Facility Dept. concerning equipment and furniture set-up, and requirements for Public Safety. For Audio Visual needs please contact Computing Services 785-3279.

Event:	No. of participants:
Desired facility (Bldg.)	Room(s)

Day	Date	Event Time <i>Published on the calendar.</i>	Time In	Time Out

Contact person:	
Day phone:	Evening Phone:
Address:	
City:	State: Zip:
Sponsoring Organization/Signature:	
Type of Event:	

Instructions for set-up (Equipment needs, furniture required and set-up including diagram.)

Is this original request _____ OR A revision? _____

Approved _____

Return to Carol Allen in Records
108 Mosler Hall

(Schwarm Bldg. - Carol Stubblefield, Parrish Auditorium/WCC Conf. Center - Brett Couch, Gym Bldg.-Chris Settle)

