

# Facilities Department

## Event Request Form

Please fill out this Event Request Form in the Office of Student Life at least three **(2) weeks before the date of the event**. If this form is not submitted in the given timeframe prior to the event, the request and confirmation may not be granted.

For Student Life Staff Only

Staff/Faculty Name:

Primary Contact Person:

Telephone number (cell if applicable):

Department:

Club/Organization:

Name of Event:

Date of Event:

Executive Member:

Telephone number:

Approximate # of people attending:

<u>Club</u>	<u>Dates Needed</u> (If longer than 1 day)	<u>Setup Type</u>	<u>Time Start</u> <u>End:</u>	<u>Building:</u> <u>Room #:</u>	<u>Facility Staff Member Assistance Needed</u>  (Input YES or NO)
Ex: SGA Meeting	March 4 <sup>th</sup>	As Is	Lunch hour	0503	No

### SPECIAL INSTRUCTIONS:

Any questions or additional information e-mail [Facilities Employees](#)