



# EVENT REQUEST FORM

Please complete the top section of this form, including signatures for approval, and return to the Office of Facilities Management no later than two weeks before your event.

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Alternate Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ No. Attending: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Are you charging admission:  Yes  No — If yes, the amount that you are charging: \_\_\_\_\_

## EVENT APPROVAL

Student Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

Director/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

## FACILITY/SERVICES REQUESTED

Facility: \_\_\_\_\_ Space: \_\_\_\_\_

Set-up (attach a drawing if requesting tables & chairs): No. of tables \_\_\_\_\_ No. of chairs \_\_\_\_\_

Catering:  Yes  No Media:  Yes  No Special electrical needs:  Yes  No

Other set-up needs: \_\_\_\_\_

Are you requesting food for Kresge Lobby?  Yes  No

If your request is for the Green, will you want to erect a tent?  Yes  No

Facility and set-up approved: \_\_\_\_\_

Director of Facilities Management

Date

*The Office of Facilities Management will add the event to the master calendar and forward a copy of the approval form to the departments involved. It will be the requestor's responsibility to contact the departments involved to coordinate the event. For additional information please call 412.578.6047.*

Additional Fees: Space \_\_\_\_\_ Housekeeping \_\_\_\_\_ Maintenance \_\_\_\_\_  
Catering \_\_\_\_\_ Police \_\_\_\_\_ Parking \_\_\_\_\_