## REQUESTOR INFORMATION

<table>
<thead>
<tr>
<th><em>Contact Person:</em></th>
<th><em>Telephone Numbers:</em> (W)</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Organization:</em></td>
<td><em>FAX:</em></td>
</tr>
<tr>
<td><em>Address:</em></td>
<td><em>e-mail:</em></td>
</tr>
<tr>
<td></td>
<td>Account Number:</td>
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</tbody>
</table>

*Event Name/Purpose*  
*SPACE REQUESTED*

*Date Requested:*  
*Your Arrival Time:*

(Note: Each date requested must use a separate form)

*Estimated Length of Event:*  
*Event Start Time:*

*Contact Person’s Signature:*

*Approved By:*

University Approval Only

**OFFICE USE ONLY**

Reservation #

Date Received:

Received By:

## PRODUCTION DESCRIPTION

*Detailed Description:*

This section **MUST BE FILLED OUT COMPLETELY AND ACCURATELY** for booking to be approved:

Inadequate detail will disqualify your application. Requests without documentation may be denied.

* General Description (Awards Ceremony, Performance, Conference, etc.): Please check the appropriate box and elaborate below:

- Concert/Festival
- Gala/Banquet
- Lecture/Seminar
- Play/Musical
- Ballet/Dance Event
- Sports Event
- Commencement/Convocation
- Religious Event
- Political Event
- Fashion Show
- Trade Show
- Recruitment Event
- Other (please specify below)

*Estimated Description:*

*Estimated Attendance:*

Ticketing Arrangements:

*PARTICIPANTS: Please give the number of people participating in the following categories*

MC/Speakers --
Performers --
Technicians, Stage Managers, Directors --
Band/Music Groups --

(Number of groups/type of group/number of people in each group)

Lighting Needs:

Audio Needs:

Facility Needs (Stage, Podium, screens, video or slide projection, furniture, etc):

Amenities (Souvenir sale arrangements, concession stands, special promotions, media support, etc.):