### General Information

Events may require maintenance, housekeeping and/or public safety personnel. Requests should be received no later than 10 working days prior to event. Final counts, and equipment needs, must be communicated within 72 hours of the start of the event.

#### Sponsoring Department/Organization:

#### Date of Request:

#### Dept Code/AF#: 

#### Person Responsible:

#### Phone #:

#### Event Title:

Type: 
- Meeting
- Speaker/Performer
- Meal
- Other

Will this be a reoccurring event for the same Day & Time? 
- No
- Yes
  - Weekly
  - Bi-Weekly
  - Monthly
  - Date Begin: ______  End: ______

#### Day of Event: 

Date of Event: 

#### Event Begins: ______

- AM
- PM

#### Event Ends: ______

- AM
- PM

Will there be food served at this event? 
- Yes
- No

Anticipated Attendance #: 

(Sponsor is responsible for contacting Dining Services for their catering needs. Sponsor and/or Aladdin are responsible for clean up of meeting-related items such as: extra handouts, foodstuffs, etc. Trash receptacles are available in each meeting room and recycle bins are located campus-wide.)

### Space Requested:

1\(^{st}\) Choice: Building __________ Room ______

2\(^{nd}\) Choice: Building __________ Room ______

### Set-Up & Equipment Requested:

- Podium: 
  - Table Top
  - Standing
  - Standing with sound

- Microphone (s): # ______

- Other Sound: ______

- Table(s): 6 foot Rectangles # ______ 5 foot Round # ______

- DVD/VCR
- LCD Projector
- Laptop
- Screen
- Easel
- Overhead Projector
- Flipchart/Newsprint
- Extra Trashcans

Other: 

### Office Use

<table>
<thead>
<tr>
<th>EM Tracking#</th>
<th>Facility Assigned:</th>
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<tbody>
<tr>
<td>Facility Available:</td>
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<tr>
<td>Work Order #:</td>
<td>Date Completed:</td>
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<tr>
<td>Set-Up Feasible:</td>
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<tr>
<td>Equipment Assigned:</td>
<td>Set Up Assigned:</td>
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<tr>
<td>Public Safety</td>
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<tr>
<td>Date:</td>
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Special Issues: ________________________________