

-Special Event Request Form-

PLEASE READ: Please submit this form at least 10-working days prior to the event. Your request cannot be processed unless both pages of this form are completed in full. All requests are subject to availability. Please do not assume that your request has been granted unless you receive a confirmation notice. **If you need to cancel an event, please send an e-mail at least 2-working days before the event to classrms@temple.edu.** Finally, please note that the sponsoring budget unit, listed below, may be charged \$35.00 per hour.

For details about this charge, please go to <http://www.temple.edu/cs/policies/billing.htm>. If you need assistance completing this form please contact 215-204-1297.

Event Information

Event Title: _____ Estimated number of attendees: _____
 Today's Date: _____

Event Dates/Locations

Date	Start Time	End Time	Requested Room <i>(if any)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Set-up and/or clean-up time must be included, if required.

Contact Information

Requester

Name: _____ Department: _____
 E-Mail: _____ Telephone: _____

Sponsoring Budget Unit Head

Name: _____ Department: _____
 Account Number: _____ Authorizing Signature: _____
 E-mail: _____

Event Leader/Coordinator

Name: _____ Department: _____
 E-Mail: _____ Telephone: _____

Event Presenter(s)

Name: _____ Name: _____
 E-Mail: _____ E-Mail: _____
 Telephone: _____ Telephone: _____

Equipment

Equipment will be made available only if you have been trained in its use. If you need training, please indicate on what equipment _____

Please check all of the equipment you plan to use. ***Smart rooms have 1 computer for the instructor. Computer Labs have 36 computers plus 1 for the instructor.***

Computers

- (1) Computer Lab____ PC for each attendee____ OR Mac____

Computers have Microsoft Office. If you need additional software, please list it below:

- (2) Bringing own laptop____. Note: If you need to connect to the Internet from YOUR laptop, check here____.

Other equipment. Note: All smart rooms have a projector and a PC.

- (1) VCR____ DVD____

- (2) Audio: All of the PC's can play audio CD's and have either a DVD drive or software on the PC. Most smart rooms also have a separate DVD player.
Speakers are installed in smart rooms.

- (3) Microphones: Indicate number needed: Wired____ Wireless____

Additional microphones subject to availability

- (4) Document Camera____

- (5) Other media equipment (please explain clearly): _____

If tables are required or you have other special needs, contact Facilities Management at least 10 working days prior to the event.

Refreshments

Refreshments will _____ will not _____ be served. **

What refreshments will be served? _____

**** Note: If food will be served, you must order it from the University's food service caterer, Sodexo, at 215-204-6789. Also, in order to have the room cleaned immediately after the event, you should submit a work order to Facilities Management at least 10-working days before the event.**

*** FOR OFFICE USE ONLY ***

Reservation Number: _____

Contacted: _____

Date: _____

Confirmed building/room: _____

Confirmed by: _____