

Texas College

Event Request Form

Please follow the instructions on this form. Complete and return this form to the Student Affairs office. All requests must be made in three (3) business days in advance. All flyers and detailed information must accompany this form. (i.e. setup, speakers, etc.)

Event Representative : _____

Requested by: _____

Requester's E-mail: _____

Purpose of Request: _____

Building/Room Request: _____

Date & Time: _____

Approximate Length of Meeting/Event (Please estimate as close as possible) _____

Special set-up arrangements (i.e., chairs, tables, etc.):

Signatures **Must** be obtained in the order presented on this form.

1) Physical Plant Personnel	Date _____
_____	Date _____
2) Security	Date _____
_____	Date _____
3) Organization's Representative	Date _____
_____	Date _____
4) Advisor (must be present at all activities, meetings/events)	Date _____
_____	Date _____
5) Dean of Students	Date _____
_____	Date _____
6) Information Technology (If Needed)	Date _____
_____	Date _____

OFFICE USE ONLY

Date received ____/____/____

Revised 09/12/2017

I. Number Of Man Hours: _____
 II. Number Of Staff: _____
 III. Total Resources: _____