-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 classrooms@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

<table>
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<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Requested Room (if any)</th>
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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 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, Sodexho, 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.**

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Reservation Number: __________________________
Contacted: __________________________
Date: __________________________
Confirmed building/room: __________________________
Confirmed by: __________________________