

SOUTHERN UTAH UNIVERSITY

Academic Event Request Form

Scheduling forms must be submitted to the AcademicScheduling Desk three (3) working days prior to event.

Current Date _____

Desired Facility _____

Event Date(s) _____ Set-Up Date(s) _____

Time(s) Requested:

Event Time: From _____ AM/PM to _____ AM/PM

Reservation time: From _____ AM/PM to _____ AM/PM

(Include ample time for set-up and tear down)

Event _____ Number of Participants _____

Contact Person _____ Dept/Org _____

Building/Address _____ ZipCode _____

Phone _____ E-Mail Address _____

SET UP

Please specify detailed description and/or diagram of desired set-up in space provided below: i.e. number of tables; number of chairs; set conference, banquet, or lecture style; head table; podium; risers; trash cans; etc. (attach separate sheets of paper if additional space is needed.) Audio/Visual equipment must be reserved through Instructional Media Center. Contact Food Service for catering needs. The Registrar's Office reserves the right to place your activity in the most appropriate room/space available.

Cancellation Notice required 24 hours in advance.

Reservation is NOT confirmed until you receive notification by E-Mail.