TEMPLE UNIVERSITY®
Office of the Provost

-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. **Once your request has been processed you will receive a confirmation via email.** 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 $40.00 per hour. For details about this charge, please go to https://computerservices.temple.edu/rates#2207. 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 (if any)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

CONTACT INFORMATION

Requester

Name: _____   Department: _____

Email: _____   Telephone: _____

Event Leader/Coordinator

Name: _____   Department: _____

Email: _____   Telephone: _____

Sponsoring Budget Unit Head

Name: _____   Department: _____

Email: _____   Telephone: _____

Authorizing Signature: _____   FOAPAL: _ _ _ _ _ _ - _ _ _ _ _ - _ _

Note: The FOAPAL should be entered as a 6-digit fund number, 5-digit organization number, and 2-digit program number.

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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:

Computers

(1) One computer for instructor (Smartroom) _____

(2) Computer lab for each attendee: PC _____ or Mac _____

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

_____

(3) 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): _____

***Note: If tables are required or you have other special needs, you should submit a work order to Facilities Management at least 10 working days prior to the event.**

REFRESHMENTS

Refreshments will _____ will not _____ 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 prior to the event.

* FOR OFFICE USE ONLY *

Reservation   Number:

Contacted: _____

Date: _____

Confirmed   building/room:

Confirmed by: _____