**University Scheduling Services Event Request Worksheet**

**\*\*Major event reservations must be made 21 days prior to the event date.**

**\*\*ASUN student groups must submit SEAB forms**

**Name of event:** **Click or tap here to enter text.**

**Name of Sponsoring University Organization:** **Click or tap here to enter text.**

**Point of Contact:**

**Outside Group Being Sponsored:**

**Point of Contact:**

**Date of event:** **Click or tap to enter a date.**

**Time of event:** **Click or tap here to enter text.**

**Set up date & time:** **Click or tap here to enter text.**

**Tear down date & time:** **Click or tap here to enter text.**

**Estimated attendance:** **Choose an item.**

**Will Parking Be Needed? Choose an item.**

**How many parking spots needed (if known)? Click or tap here to enter text.**

**Will event be publicized? Choose an item.**

**If yes, describe method: Click or tap here to enter text.**

**\*\*NOTE: Publicity regarding event to be held at the University of Nevada, Reno MUST BE APPROVED IN ADVANCE. Please send one copy of flyer, announcement, brochure, etc. for this event to Scheduling Services\*\***

**Who is the Target Audience? Click or tap here to enter text.**

**Will the event have unescorted or unsupervised children? Choose an item.**

**Featured Speaker? Click or tap here to enter text.**

**ADA Accommodation Requirements? Click or tap here to enter text.**

**Audio-Visual Needs? Click or tap here to enter text.**

**Will there be amplified sound?**

**Will Food Be Served? Choose an item.**

**If yes, will you be using the University’s catering service? Click or tap here to enter text.**

**Equipment Needed:**

**Tables**

**If yes, How many? Click or tap here to enter text.**

**Chairs**

**If yes, How many? Click or tap here to enter text.**

**Other (If so, please describe): Click or tap here to enter text.**

**Is Chalking Part of This Event? Choose an item.**

**Campus Housing? Choose an item.**

**Outside Vendors? (Camelot, Moon Lighting and Sound, Security, etc.) Choose an item.**

**Do You Have An Inclement Weather Option? Click or tap here to enter text.**

**Comments: Click or tap here to enter text.**