



**REQUEST FOR SERVICES**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Org./Dept./Instr. Unit \_\_\_\_\_ Phone \_\_\_\_\_

Location of Event - Room \_\_\_\_\_ Building \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Set Up Time \_\_\_\_\_ Breakdown Time \_\_\_\_\_

Actual Time of Event \_\_\_\_\_

**Service(s) Requested:**

- Seating
- Tables
- Podium/Lectern
- Flags (U.S. \_\_\_\_\_ MD \_\_\_\_\_ M.C. \_\_\_\_\_)
- Other \_\_\_\_\_

**SERVICES PROVIDED BY OTHERS:**

- Auxiliary Services (Catering)
- ITLC (Media, A/V, ITV)
- Theatre Technician

**Description of Set-up**  
(No set-up will be done without a diagram)

**FACILITIES OFFICE USE ONLY**

COMMENTS:

Facilities Scheduler \_\_\_\_\_ Date  Approved  Denied