



Temple University Ambler

—Special Event Request Form—

Fax: 267-468-8524

Note: Please submit this form at least seven working days prior to the event. Your request cannot be processed unless both pages of this form are completed in full. All reservations are subject to availability, and, therefore, they are not guaranteed. Please do not assume that your request has been granted unless you receive a confirmation notice. If you need to cancel an event, please contact Karen Pyle at **267-468-8340** or **karen.pyle@temple.edu** at least two working days before the event. Finally, please note that the sponsoring budget unit listed below may be charged \$35.00 per hour. For details about this charge, please see the **Billing for After-Hours Events** link at <http://www.temple.edu/cs/policies>.

*** Contact Information ***

Requester

Name: _____ Department: _____
 E-Mail: _____ Telephone: _____

Sponsoring Budget Unit Head

Name: _____ Department: _____
 Account Number: _____ Authorizing Signature: _____

Event Leader/Coordinator

Name: _____ Department: _____
 E-mail: _____ Telephone: _____

Event Presenter(s)

Name: _____ Name: _____
 E-mail: _____ E-mail: _____
 Telephone: _____ Telephone: _____

*** Event Information ***

Event title: _____ Estimated number of attendees: _____
 Dates requested:* _____
 Building and/or rooms requested:* _____

***Note:** Please include details on page 2 of this form.

*** 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, Sodexo, at 215-204-6789. Also, in order to have the room cleaned immediately after the event, you need to submit a work order form to Facilities Management at least seven days before the event.

*** Equipment ***

Equipment will be made available only if you have been trained in its use.
Please check all of the equipment that you plan to use.

Smart classroom ____

Smart cart ____

Computer:

 Bringing own laptop ____

 PC ____

 Mac ____

 Computers have Office. If you need additional software, please list it on the line below.

Flash Drive ____

Projector for computer ____

Internet ____

Audio (CD player, DVD, and sound effects) ____

VCR ____

Audio:

 Microphones and speakers ____ How many will you need? ____

 CD player ____

Document camera ____

Projector:

 Overhead ____

 Slide ____

Other: _____

In the space below, please provide additional information about the required media.

*** Event Dates/Location ***

Date	Starting time	Ending time	Building/room
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

For Office Use Only

Reservation number: _____ Confirmed building/room: _____ / _____

Contacted: _____ Confirmed by: _____