

**For Office Use Only:**

Event #: \_\_\_\_\_

Processed By: \_\_\_\_\_

Date: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Department: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Access Time(s): \_\_\_\_\_

Event Coordinator(s) - Primary: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Event Coordinator(s) - Secondary: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

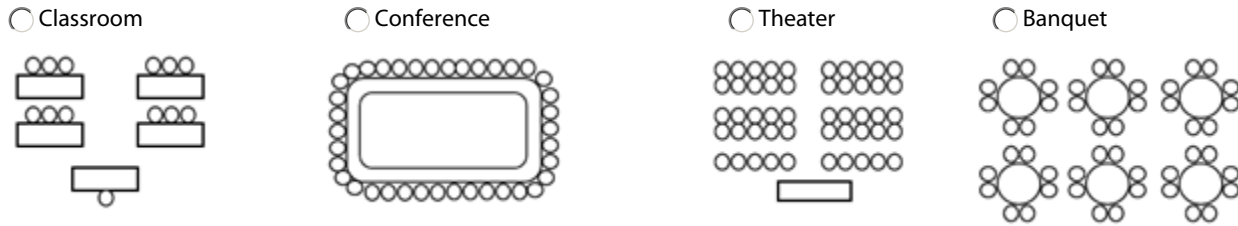
Anticipated number of participants in attendance: \_\_\_\_\_

Food Served:  Yes  No

If yes, please select:  UTA Catering  Outside Source\*

\* You will need to obtain a Food Waiver from UTA Catering

**Seating Set-up:**



**Audio/Visual Needs:**

- Lecturer's Package: podium, wired microphone, and sound system.
- Presenter's Package: lecturer's package plus LCD projector, internet access, laptop (or DVD player), computer remote and screen.
- \* Simulcast Package (2 or 3 LCDs): presenter's package for multiple LCD projectors using one source and a distribution amplifier.
- \* Entertainment Sound Package: up to 8 wired microphones, sound system, and CD player.

\*Technician or special set-up charges will be applied (see pricing guide for rates).

Cost Center Number: \_\_\_\_\_

**Comments:**

Signature of Event Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_