

SPECIAL EVENTS SUPPORT REQUEST

THE UNIVERSITY OF TEXAS AT AUSTIN, INFORMATION TECHNOLOGY SERVICES (ITS)

Mail completed form to ITS Audio Visual & Multimedia Services, SER 315, C3800 or Fax to (512) 471-7717

DEPARTMENT _____ DEPT REQ NO. _____ DATE _____
REQUESTER NAME _____ E-MAIL _____ PHONE _____
CONTACT NAME _____ MAIL CODE _____ BLDG/ROOM _____
CONTACT E-MAIL _____ PHONE _____
ACCOUNT NUMBER _____ AUTHORIZED SIGNER'S NAME _____
AUTHORIZED SIGNATURE _____

1. You **must reserve the space** through the department or organization that manages the space or through Official Publications, (512) 475-7600. Reserve the space **at least one hour before the event starts and at least 30 minutes after the scheduled end** for set up and strike.
2. Please use this form for Blanket Order requests as well.
3. **Need help filling this out?** Call (512) 471-9238 or visit the Web site at www.utexas.edu/its/av/.

EVENT INFORMATION

NAME OF EVENT:
LOCATION OF EVENT Please include the building, room, and any other information necessary for us to find the site(s):

SPECIAL INSTRUCTIONS (Attach diagrams, drawings and extra pages as necessary):

EVENT TIME(S) AND DATE(S)

Include all occurrences (attach extra pages if necessary)

Event Date(s)	Event Start Time(s)	Event End Time(s)
_____	_____	_____
_____	_____	_____
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IF NECESSARY, ATTACH EXTRA PAGE(S).