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)

IF NECESSARY, ATTACH EXTRA PAGE(S).