

School of Pharmacy Bienville Event Form

Form needed for:

- *Any after hour event
- *Any event requiring special needs
- *Any event that involves outside agencies/public in the building.

Process:

1. Contact Marcia Wells for room availability.
2. Complete event form, including obtaining OSPA and Faculty/Event supervisor signatures and turn in to Kathy Kelly.
3. Kathy Kelly will obtain Dean's signature and notify the parties involved in the setup of the event.
4. If after hours and a classroom key is needed, make arrangements with OSPA to check out a key.

Requested by: _____ Room Requested: _____

Event: _____ Event Date: _____

Start Time: _____ End Time: _____ Number of Attendees: _____

Distance Connections Needed to: Baton Rouge Shreveport Both

Will this event involve the public visiting our building? Yes No

If yes, please provide details needed for public relations (i.e. phone calls about event).

Special Equipment, check all that apply:

- Mobile Monitor Portable Projector Sound System Tables Additional Chairs
 Ice Chest Tableware (i.e. cups, plates, flatware) Key to classroom (faculty/staff only)

*NOTE: LAPTOPS are NOT provided by Technical Services. These should be provided by the individual.

Clarification of special equipment needs: (i.e. number of tables, where they are to be setup. Type of laptop being connected to mobile monitor or portable projector.)

Faculty/Staff Event Supervisor Signature

Date

OSPA Director Signature

Date

Dean Signature

Date