

Out of Cycle Room Request

There are instances in which departments host special events (i.e. national conferences/symposiums, community events) which must be planned for well in advance and need date/room confirmation out of the normal room request cycle. Events that are requested out of cycle must have approval from the Office of the Provost. Please provide the information listed below with as much detail of the event as possible and return to the Room Scheduling Office. You will receive notification once approval has been granted.

Date:

Requestor Name:

Requestor Email / Phone:

Department:

Event Name:

Type of Event: (i.e. International, National, State, Local conferences/symposiums, Community events/receptions, etc.)

Type of Attendees: (i.e. Community Leaders, National Leaders, UNTHSC Faculty/Staff/Students, etc.)

Anticipated # of Attendees:

Requested Room(s): List room preference depending on your needs (i.e. Prefer MET 109/110/111 and would also need 4 small breakout rooms)

Date(s) and Time(s) of Requested Event: Please define actual event dates/times and also setup/cleanup times (i.e. Friday, xx/xx/2012, Set/up 7:30-8:00, Event 8:00-5:00, Cleanup 5:00-5:30)

Description and Justification for Event:

Date Received by Room Scheduling Office: _____

Approval Granted By: _____
Provost and EVP of Academic Affairs or VP Administration/Chief of Staff

Approval Date: _____