



Procedures for Master Calendar/Facility Request

1. When scheduling an event (meeting, presentation) you **MUST** check the Master Calendar and make sure that the area you are requesting is available.
2. **Fill out the bottom portion of this form and have it signed by an administrator.**
3. Be sure to complete the back portion of the form if you need items set up in the requested area prior to use (chairs, risers).
4. Hand this form in to Lisa Carper in the front office. She will copy this form and make sure the custodial/technology personnel are aware of any setups and add this event to the paper sign-up sheets as well as the Master Calendar.

MASTER CALENDAR/FACILITY REQUEST

Contact: _____

Phone #: _____

Event: _____

Date: _____

Area: _____

Time: From _____ **To** _____

ADMIN SIGNATURE: _____

***Make sure to fill out "Facility Set Up" form on the reverse side if needed!!!**

Office Use:

Request for Facility Set-Up

EVENT: _____ NUMBER OF CHAIRS: _____

AREA TO BE USED: _____ NUMBER OF TABLES: _____

MEDIA EQUIPMENT REQUIRED: _____

Layout
Please draw the layout to the best of your ability.
Thank you.