



## Request for Academic Event by Faculty Member to Provost

Please fill out this request form and follow the procedure, routing and signature.

Date of request: \_\_\_\_\_

Name of Faculty Contact: \_\_\_\_\_ Extension: \_\_\_\_\_

Email address: \_\_\_\_\_ Department: \_\_\_\_\_

If the faculty member listed above is not the contact for this event, please list contact:

\_\_\_\_\_

Name of the Event/ Presenter: \_\_\_\_\_

Proposed Date & Time of Requested Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Who is the event open to? \_\_\_\_\_

Is this open to the public? \_\_\_\_ Yes \_\_\_\_ No

Is there a charge to attend? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please list charges: \_\_\_\_\_

Is an outside group involved with this event? \_\_\_\_ Yes \_\_\_\_ No

Does this group carry their own liability insurance if requested by RWU? \_\_\_\_ Yes \_\_\_\_ No

Purpose of Event: (please describe the nature of the event)

Proposed location for Event: (Lecture hall, classroom, meeting room, dining area, other)

Catering needed: (breakfast, lunch, dinner, breaks, snacks)

A/V request:

Will a campus department incur costs for this event? \_\_\_\_ Yes \_\_\_\_ No

To whom will this be billed? \_\_\_\_\_ G/L # to charge: \_\_\_\_\_

Approval of Dean \_\_\_\_\_

Date \_\_\_\_\_

Approval of Provost: \_\_\_\_\_

Date \_\_\_\_\_

**Upon approval, please forward to Conferences for possible booking and follow procedures to reserve space by the online request form.**