

PRAIRIE VIEW A&M UNIVERSITY
ROY G. PERRY COLLEGE OF ENGINEERING
Request to Schedule an Event/Program/Sales/Solicitation
Submit Completed Forms to the Office of the Dean – Room 349

Date Submitted:

This form MUST be submitted at least TWO (2) BUSINESS DAYS (or earlier) prior to the date of the event, program or activity.

Section A (Organization Information) Please TYPE.

Name of Organization:

Organization President:

Contact Number:

President E-mail:

Organization Advisor :

Contact Number:

Advisor E-mail:

Section B (Event Information) Please TYPE.

Date of Event:

Event Time:

Event name:

Event Type:

Event Description:

Facility Requested:

Room requested:

Special Request(s) Please CHECK:

Poster Printed

Audio Visual

Projectors

Tables

Chairs

Other:

Please Check Yes or No for the Following:

Serving Food:

Yes

No

Submitted Event Form to Student Activities (attach approved copy):

Yes

No

By signing this form, I recognize that it is a privilege to be able to hold this event, program, or activity at Prairie View A&M University in the College of Engineering complex. I must adhere to all University and College policies and procedures as well as ensure that this event, program, activity is consistent with the educational mission, goals, and objectives of the University and College. Should violations/complaints occur in relationship to this event/program, I will seek to resolve the issue and/or represent the organization should the matter be directed to a College or University official.

Representative Signature

Date

Advisor Signature

Date