

Name of Event/Meeting			
Description/Purpose			
Employee Organizing the Event	Name:		Department:
Employee Signature			
Date (s) of Event/Meeting			
Time of Event/Meeting	Start:		End:
Rooms (s) Requested		Set-Up Time (if applicable)	
Event is during approved building hours	Yes <input type="checkbox"/>	No: <input type="checkbox"/> <small>(specify day of week/time)</small>	
IT support needed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, explain			
Maintenance support needed (set-up, etc.)	Yes <input type="checkbox"/>	No	
If yes, explain			
Will food be served?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

	Able to provide necessary support	Department Signature
Security	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Information Technology	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Maintenance	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>Upon Cabinet approval:</p> <ul style="list-style-type: none"> You will be notified, and a room/space will be reserved in Ad Astra. The event organizer must submit a Spice Works request for both Maintenance and IT needs. The event organizer must contact our food service provider directly and submit a PO if refreshments are being served. 		

Cabinet Decision: Approved Declined Date: _____

VP of Finance & Admin Approval: _____
(Signature) (Date)

Submit to kedmis@pennhighlands.edu . You will be notified of Cabinet’s decision once they have an opportunity to review it.