



THE UNIVERSITY
OF ARIZONA

Provost Business Office

Event Request

About this form

This form is used by staff in requesting approval to host an event.

To initiate your request, please provide a complete request form and accompanying documentation to Administration.

Contact Information		
Date	Organization and Department	Event Coordinator
Email	Phone	Department Head
Event Information		
Purpose of Event		
Event Date(s)	Location/Venue	Number of Attendees
Attendee Affiliation <input type="checkbox"/> Students <input type="checkbox"/> Staff / Faculty <input type="checkbox"/> External <input type="checkbox"/>	Purchases <input type="checkbox"/> Food / Catering <input type="checkbox"/> Venue <input type="checkbox"/> Décor <input type="checkbox"/> Entertainment / Speaker <input type="checkbox"/> Swag	Travel Required <input type="checkbox"/> Yes <input type="checkbox"/> No
Budget	Budget Related to Travel	
Attachments		
Budget <input type="checkbox"/>		
Agenda <input type="checkbox"/>		
List of Attendees <input type="checkbox"/>		
Comments		