

REQUEST FOR CULTURAL EVENT
For The College of Arts & Sciences and/or The School of Business
Cultural Attendance Requirement

1. Event title: _____

2. Description: _____

3. Sponsoring Academic Dept./Program: _____

4. Faculty Person responsible: _____ Ext _____ E-mail _____

5. The person who will be responsible for taking the attendance at the event may use Sign-in Sheets and/or Automatic Card Readers. Instructions will be provided in the office of the Dean of Arts and Sciences (106 Elizabeth Hall). The Automatic Card Reader must be picked up between 8:00 AM and 4:30 PM on the day of the event. (It should be picked up on Friday if the event falls on the weekend). To ensure that the Automatic Card reader is available, please notify the Dean's office in advance.

6. Reservations needed? If yes, person responsible/contact number: _____ Ext _____

7. Place: _____

8. Date: _____

9. Beginning Time: _____ Ending Time: _____

I certify that this cultural event has significant intellectual or cultural value and furthers the educational goals of the academic unit I represent.

Deliver form to the appropriate Dean/Coordinator's Office five school days prior to event for approval. Please note that events cannot be entered on the online calendar until approved.

Signature of Faculty endorser of event Approved by Dean/Coordinator Date

*****Office Use Only*****

_____ Arts and Sciences _____ Business _____ Both

_____ Scanners # _____ Sign-In Sheets _____ Both Event Code # _____

