

**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 will use scanners exclusively. Students without an ID will not receive credit. The scanners must be picked at the duPont Ball Library on the day of the event, where instructions for use will be given. Return scanners to the Library as soon as the event is completed. **NOTE: You will only need one scanner as the process has changed to scan out only.**

6. Do attendees of you event need reservations in advance? If yes, person responsible/contact number:

\_\_\_\_\_ Ext \_\_\_\_\_

7. Confirmed location reserved by you or faculty sponsor for the event (note: event will only be posted to the university calendar with an approved location:

\_\_\_\_\_

8. Date: \_\_\_\_\_

9. Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

10. Is event open to the public? \_\_\_\_\_ Yes \_\_\_\_\_ No

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/Date

\_\_\_\_\_  
Approved by Dean/Coordinator

\_\_\_\_\_  
Date

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

\_\_\_\_\_ Arts and Sciences \_\_\_\_\_ Business \_\_\_\_\_ Both

Scanners # \_\_\_\_\_

Event Code # \_\_\_\_\_