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 your 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: __________________________


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.*

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

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

_____Arts and Sciences _____Business _____Both

Scanners #__________ Event Code #__________

08/15/14