**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:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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.***

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

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 **\_\_\_\_\_\_Arts and Sciences \_\_\_\_\_\_Business \_\_\_\_\_\_\_Both**

**#\_\_\_\_\_Scanners #\_\_\_\_\_Sign-In Sheets \_\_\_\_\_\_Both Event Code #\_\_\_\_\_\_\_\_\_\_\_**

 09/10