

**Event Request Form**

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| --- | --- |
| Proposed Date of Event |  |
| Alternative Date of Event |  |
| Name of Event |  |
| Budget | $ |
| Purpose Code |  |
| Purpose Code Approver |  |
| Proposed Venue for Event |  |
| Will you have staff/students who can assist the day of the event? | [ ]  Yes [ ]  No |
| How many attendees to you anticipate? |  |
| Do you want a photographer at this event?\* | [ ]  Yes [ ]  No |
| Do you want this event video or audiotaped?\* | [ ]  Yes [ ]  No |
| Do you have a speaker for this event? | [ ]  Yes [ ]  No |
| Will you be working with the speaker on travel & presentation needs, or would you like the Events Team to work with the speaker? | [ ]  I will work with the speaker[ ]  I would like the Events Team to work with the speaker\*\* *please provide contact information for the speaker* |
| Do you want this event listed on the UD Calendar and in the weekly Lerner Events Email? | [ ]  UD [ ]  Email [ ]  Both  |

\*there is a charge from UD for this service

Please complete form and email to LernerEvents@udel.edu. We will be in touch shortly!

Thank you for allowing us to be part of your event!