

Event Scheduling Form—25Live

*Please submit printed form or saved file as attachment to your departmental secretary.

Event\Announcement Name: _____

Event Description: _____

***Event Audience\Classification: (Choose all that apply!)**

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Academic Related | <input type="checkbox"/> Faculty\Staff | <input type="checkbox"/> Arts & Cultural | <input type="checkbox"/> Announcement Only (No Location required) |
| <input type="checkbox"/> Display on Published College Calendars | <input type="checkbox"/> Student | <input type="checkbox"/> Community Event | |

When is the Event? Date: _____

Event Start Time: _____ AM / PM **Event End Time:** _____ AM / PM
Setup?: _____ Days / _____ Hours / _____ Minutes **Takedown?:** _____ Days / _____ Hours / _____ Minutes

Event Repeats? No, does not repeat Yes, How? _____

Event Location(s)—Campus: Blount County Division Street Hardin Valley Magnolia Avenue Strawberry Plains Other

Room(s)-1st Choice: _____ **2nd Choice:** _____ **3rd Choice:** _____

***Contact Roles for this Event:**

Requestor: _____ / **Scheduler:** (defaults if no selection) _____

Phone: _____ Email: _____ / Phone: _____ Email: _____

Additional Contact: _____ / **Emergency Contact:** _____

Phone: _____ Email: _____ / Phone: _____ Email: _____

***Primary Organization for this Event: (List only one!)** _____ **Event Expected Headcount:** _____
(This is the department, club or organization name)

Event Resources (Include any special setup details):

Facility Services

- ___ Chairs
- ___ Choral Acoustic Shell
- ___ College Banner
- ___ Cones-Orange
- ___ Directional Signs-Arrows
- ___ Event Parking Signage
- ___ Grounds Flags
- ___ Housekeeping
- ___ Lattice
- ___ Mobile Stage
- ___ Podium-Box
- ___ Podium-Lectern
- ___ Risers
- ___ Table-Rectangular
- ___ Table-Rectangular-Blue Skirt
- ___ Table-Round
- ___ Trash Cans-Barrel
- ___ Trees-Flowers
- ___ **Special instructions:** _____

Media Services

- ___ 35mm Slide Projector
- ___ Audio Cassette Recorder/Player
- ___ Computer Speakers
- ___ Conference Phone
- ___ Document Camera
- ___ DVD Player
- ___ ETS Personnel Stay for Event?
- ___ Laptop
- ___ Microphone Stand
- ___ Microphone-Hand Held
- ___ Microphone-Wireless Lapel
- ___ Podium w/Public Address System
- ___ Projector
- ___ Public Address System-Portable
- ___ Screen
- ___ Sound system
- ___ TV on Cart
- ___ VCR
- ___ Video Technician
- ___ Whiteboard Easel
- ___ **Special instructions:** _____

Publicity Services

- ___ Flat Panel Channels
- ___ Marketing Photography
- ___ Marketing Videography
- ___ News Release
- ___ Panther Pause Release
- ___ Welcome Board Announcement
- ___ **Special instructions:** _____

Safety & Security

- ___ Block Parking Lots
- ___ Guards
- ___ Minors on Campus Notice
- ___ Notification
- ___ **Special instructions:** _____

Event Comments: _____