

**FACILITIES & BUSINESS SERVICES
SPECIAL EVENTS ITEMS REQUEST/AGREEMENT**

Notes: A Facilities employee must be present at the time of the pick-up or return of University property. Deliveries are made only for University events on campus. You will be notified by phone if the request cannot be filled.

Please choose all that apply: Pick-up ___ Set-up ___ Delivery ___ Porter ___
How Many Porters are needed ___ Event Date: _____ Event Time: _____
Return Date & Time: _____ Return Time: _____
Delivery Date: _____ Delivery Time: _____
Index #: _____

<u>Items Available</u>	<u>Amount Requesting</u>
------------------------	--------------------------

My Lite Tables (3' X 8')	_____
-----------------------------	-------

Folding Chairs	_____
----------------	-------

44 Gallon Trash Cans	_____
----------------------	-------

Name of person
Requesting Items: _____ Phone: _____

Other contact person: _____ Phone: _____

Is there a specific layout you need? Yes No Attached

Organization: _____

Event description: _____

Location of event: _____

Expected Attendance: _____

Comments/Special Instructions: _____

Signature of Requestor

Date

SSC Signature

Date

Please sign and deliver to Cheryl Sullivan, csullivan@ntech.edu or TTU Box 5041.