

**Facilities & Business Services**  
**Special Events items Request/Agreement**

Notes: You will be notified via phone or email if the request cannot be filled.

Organization Name: \_\_\_\_\_ Event Description: \_\_\_\_\_

Person of Contact: \_\_\_\_\_ Phone Number or Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ Delivery Date: \_\_\_\_\_ Delivery Time: \_\_\_\_\_

Pick Up Date: \_\_\_\_\_ Pick Up Time: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Please choose all that apply:

Pick Up: \_\_\_\_\_ Set-Up: \_\_\_\_\_ Porter: \_\_\_\_\_ (# of Porters Needed: \_\_\_\_\_)

**Items Available**

**Amount Requesting**

Tables (8 foot)

\_\_\_\_\_

Folding Chairs

\_\_\_\_\_

44 Gallon Trash Cans

\_\_\_\_\_

Recycling Bins

\_\_\_\_\_

Is there a specific layout need?    YES    NO    If yes, please attach.

Comments/Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Attendance: \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

Please sign and deliver to Torri Cheney [tcheney@ntech.edu](mailto:tcheney@ntech.edu) / TTU Box 5041