



GEOGRAPHY AND THE ENVIRONMENT
THE UNIVERSITY OF TEXAS AT AUSTIN

305 E. 23rd Street • A3100 • CLA 3.306 • Austin, TX 78712
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Event Support Request Form
Please submit 2 weeks before event

Your name: _____ Phone: _____ Email: _____

Event date(s): _____ Event start/end time: _____ Event title: _____

Room reserved yet? yes no If yes, what room? _____

Anticipated attendance: _____ If no, preferred building/room: _____
(and indicate room details below)

Room Location	
<input type="checkbox"/>	Business/Education Area
<input type="checkbox"/>	North/Central Area
<input type="checkbox"/>	East Mall Area
<input type="checkbox"/>	South Mall Area
<input type="checkbox"/>	Engineering/Science Area
General Room Attributes	
<input type="checkbox"/>	Continuous Writing Surfaces
<input type="checkbox"/>	Moveable Chairs
<input type="checkbox"/>	Screen
<input type="checkbox"/>	Seminar Room
<input type="checkbox"/>	Moveable Tables
<input type="checkbox"/>	Media Console
<input type="checkbox"/>	Telephone/Speakerphone (Conference calls can be arranged through UT operators)
Would you like catering? yes <input type="checkbox"/> no <input type="checkbox"/> If yes, indicate account number*: _____ We have direct billing set up with the following business, please select preference and attach desired order	
<input type="checkbox"/>	Central Market
<input type="checkbox"/>	La Chaparrita Restaurant
<input type="checkbox"/>	Foodheads
<input type="checkbox"/>	Tiff's Treats
<input type="checkbox"/>	Other: _____ (it may take up to 2 weeks to set up direct billing)
Please indicate PR for this event-	
<input type="checkbox"/>	News item/event post on department website
<input type="checkbox"/>	Paper Flyers
<input type="checkbox"/>	CLA Screens
<input type="checkbox"/>	The Know Calendar (university wide)
<input type="checkbox"/>	Email List serves

Please note any additional information about your request or questions you may have:

*You can get account number information from the Office Manager- email teal@austin.utexas.edu
 Please return form to Administrative Assistant mailbox or email madelineenos@austin.utexas.edu