For more information see: Functions and Events Procedures and Forms



## **EVENTS & FUNCTIONS Forms**

## Click on each form below and form will download:

## **Online Event Management System**

- <u>Online Reservation Form</u> for Reserving a room/facility in the online Event Management System.
- <u>Catering Event Request</u> (See <u>Delgado Dining and Catering Services</u> for more information)

## **Process For Facilities NOT in the Online System**

- <u>Internal Event/Function Request Form</u> Form used for facilities NOT in the Online Reservation System
- External Agreement for Use of Facilities Form used for facilities NOT in the Online Reservation System