Delgado internal event/ function request

Date of Internal Event: Internal Event Time/Duration: Location of Event- Campus/Site: Description of Internal Event: Building/Room:	REQUEST MUST BE TYPED & SUBMITTED AT LEAST TWO (2) WEEKS IN ADVAN	CE Today's Date:
INTERNAL EVENT DETAILS Organization/Group:	Sponsoring Campus/Site	Division/Department:
Date of Internal Event: Internal Event Time/Duration: Location of Event- Campus/Site: Description of Internal Event: SPECIFIC REOUIREMENTS Room Configuration - Describe Below: (Required - Attach diagram of set-up on separate page.) Media Services —All media equipment/services requests must be emailed to and confirmed with the appropriate campus/site Media Services office. Delgado Police Presence - Describe below. Police requirements, including non-negotiable officer detail number and cost, to be determined by Delgado Police Chief: See "Campus Police Presence Requirements for On-Campus Events & Functions." ROOM RESERVATION City Park Campus: Classroom/Conference Room Drama Hall, Isaac Delgado Hall (50 - 100) Auditorium, Isaac Delgado Hall (100 - 400) Michael Williamson Gymnasium (200 - 500) Lac Maurepas, Student Life Center (75 - 150) Bayou St. John, Student Life Center (75 - 100) Bayou Signette, Student Life Center (75 - 100) Bayou Signette, Student Life Center (75 - 100) Bayou Signette, Student Life Center (75 - 100) Bayou Sugnette, Student Life Center (8 - 12) Other Campus/Site: Bldg./Rm./Location: Other Campus/Site: Bldg./Rm./Location: Phone: Approved: Approved: Department Head over Facility/ Date For Office Use Only: Delgado Police Central Utilities		
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