

External Event Request Form

www.denverseminary.edu

Note: This is a **request** form. We cannot guarantee that your event's date(s) will be approved due to scheduling conflicts. Please **Do Not advertise** your event until this event has been approved and scheduled. Thank you

Event Plans

Organization Name: _____	Organization Website: _____
Event Name: _____	Event Date(s): _____
Contact: _____	Times: _____
Phone: _____	Room Requested: _____
Email: _____	# of Participants: _____

Event Purpose:

Audio/Visual Needs? Yes No

Please describe:

Room Setup Requirements *(Please indicate the number needed for each)*

8ft long tables:

If special setup is needed, please submit a diagram with this request.

Will food be served? Yes No

What will be served?

Submitting this form

Please email this completed form to events@denverseminary.edu for approval. Be sure to include diagrams and any special requests.