

Request Form to Schedule a Special Event at the Snite Museum

Return completed form to Ann Knoll, Assoc. Director via e-mail Knoll.7@nd.edu, mail or fax 574-631-8501. **FORM must be submitted at least 4 weeks before the date of your event**

Date of the Event:

Name of Sponsoring Department / Group:

Contact name (this individual must be present at the event):

Faculty Advisor's Name (required if student association request):

Contact Telephone:

Contact e-mail address:

Mailing Address:

ND FOAPAL# for related charges:

Event Set-up Time (if needed):

Event Starting time:

Event Ending Time:

Select all requested Event locations: Courtyard Entrance Atrium Auditorium

Do you plan on holding a reception as part of the event?

Do you plan on serving alcohol at your reception?

Will students be invited or allowed to attend the event?

Will the general public be invited or allowed to attend the event?

Anticipated Attendance (maximum number expected):

Description of Event (who, what, why, especially any academic purpose):

Please put a "X" next to each piece of Annenberg Auditorium audiovisual equipment needed:

Lectern with microphone _____

Projector _____

Cassette/CD music player _____

DVD player _____

Up to 3 wireless microphones(indicate # needed) _____

remote control with laser pointer for laptops _____

I have read, understood and agree to abide by the *Policy for Exceptional Use of the Snite Museum of Art Galleries, Atrium, Annenberg Auditorium and Courtyard*.

Signature

date (**must be four weeks in advance of event**)
(printed name)