



Event Services Request Form

Dallas Theological Seminary • Event Services • 3909 Swiss Ave. • Dallas, Texas 75204 • 214.887.5160 • 214.887.5161 • Fax: 214.887.5517

EVENT SERVICES USE ONLY

Date Received _____ Facility Book CARS # _____

Director of Facility Coordinator Approval _____ Facility Setup Approval _____

Campus Police Applicant Event Services _____

Student Life Media Support Catering _____

Other Parking Reservation _____ Custodial Services _____

Event Services Coordinator Approval _____ Project _____

Please see Event Services Procedures for DTS and non-DTS Groups at www.dts.edu/eventservices for information on how to use this form.

RESERVATION INFORMATION

Activity Name _____ Number Attending _____

Location Requested _____ Times: Start _____ End _____
Building Requested/Room # _____ Building must be vacated by 9:30 PM

Activity Date(s) ____/____/____ Day(s) of the Week _____

Set up completed by _____ (AM/PM) on _____ Will you be decorating? If so, when? _____

Applicant: _____
Name _____ Dept. Name _____ 10 Digit Account # _____

Email _____ Box/Address _____ Phone # or Ext _____ ID # _____

By signing below I acknowledge I have read the Event Services Procedures for DTS or Non-DTS Groups and agree to the terms included.

Faculty Advisor: _____
Faculty Advisor's Signature _____ Print Faculty Advisor's Name _____

Event Budget: \$ _____ Budget Mgr/Dept Head: _____
Signature _____ Print Name _____

Room Arrangement #: _____ (attach room diagram OR see www.dts.edu/eventservices)
 Podium Lectern Note: All set ups must be approved & completed by the Event Services Team

Further description if necessary: _____

For help, call Event Services @ x5160 or x5161.

PARKING Reserve _____ Parking Spaces (pending approval) Lot: E4 NI
Note: Minimum of 20 spaces required for parking reservation

STUDENT LIFE APPROVAL _____ Date _____

MEDIA SUPPORT Data Projector PA System Comments _____
Media Support Approval _____ Date _____

MEDIA PRODUCTION Audio Video Purpose of Recording _____
Media Production Approval _____ Date _____

Note: Any type of media support (x5349) or media production (x5341) requires approval prior to submitting ESR to Event Services

Will there be food at this event? NO If not, you're done! Submit this page to eventservices@dts.edu
 YES Continue to 2nd page

