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Event Reservation Request

All event reservation requests (*an "event" includes events with invited speakers; events intended to attract more than 30 people-including screenings; events needing additional resources; events anticipated to have significant community impact; demonstrations; and events with a potential for disruption*) are required to submit an event request AT LEAST THREE WEEKS PRIOR to the event date. You can find the entire policy [here](#).

Do not publicize, sign contracts, make airline/hotel reservations, or other commitments until your event date has been approved and a space has been assigned. Your event is confirmed only when you have received an "25Live" Event Confirmation. Events subject to review will receive a TENTATIVE approval with a location hold. A final confirmation will be sent within 5 business days.

The three week restriction does not apply to Middlebury's normal operations such as classes, meetings, athletic practices, rehearsals, etc.

All fields with a red asterisk are required fields. The form will not submit unless those fields are completed correctly. Information not included may result in a delay.

PLEASE NOTE: Our web order form has changed to accommodate the new Oracle Finance implementation beginning April 2019. Please be sure to have your new chart of accounts as we no longer use INDEX values for internal charges.

NAME *

Your first and last name

EMAIL *

your email address

PHONE NUMBER *

your phone #

EDORDA/ ORACLE CHART OF ACCOUNTS *

All event requests MUST include an EDORDA (Oracle Chart of Accounts) number. We regret that we are unable to process your request until this number is provided.

For BIO, ES & MBB use: 311-2110, for NSCI use: 311-2140

EVENT TITLE *

Keep in mind that this is the public name of your event and title listing in the campus calendar. You are limited to 120 characters.

Thesis Committee Meeting/Defense

PROPOSED EVENT CONTENT *

Include the name of your speaker/performer and the content of your program to expedite the review process.

Thesis committee meeting / thesis defense

SPECIAL CONSIDERATIONS *

Does this event present any unusual support requirements or security concerns? If you answer "Not Sure" describe in the following box.

- Yes
 No
 Not Sure

SECURITY/REQUIREMENTS EXPLANATION

Provide an explanation.

ADVISOR CONSULTED *

Student groups: Have you consulted with your advisor?

- YES
 NO
 NOT APPLICABLE

PREFERRED LOCATION

Leave this blank if you prefer an appropriate location to be identified for your event.

Suggested rooms: MBH 148, 430, 530 (not 555), and avoid lab rooms

EXPECTED ATTENDANCE *

4 or however many will attend

EVENT DATE *

Month Day Year

PREFERRED START TIME *

Identify the actual start of the event. Please do not list extra time for set up needed in this time block.

Hour : Minute am pm

PREFERRED END TIME *

Please list the time you anticipate the event to conclude. Do not include time for clean up in this time block.

Hour : Minute am pm

EXTRA TIME REQUIRED ON ROOM RESERVATION

Describe the length of time you will need both before & after your event for setting up or clearing your own materials. We will include any additional time anticipated to allow for service providers to complete any tasks they may have.

5 MINUTES BEFORE and AFTER THE EVENT

EVENT SPONSOR TYPE *

Academic Department

KEY SPONSOR ORGANIZATION *

Provide us with the complete name of sponsoring organization/department here. (Please do not abbreviate).

Put either Biology Dept, or Neuroscience Program

ADDITIONAL SPONSORS

Provide us with the complete name of any additional sponsoring organizations/departments. (Please do not abbreviate.)

PROGRAM NAME

If a program of events, please provide the Program Name (for example: Clifford Symposium)

if any...

PROGRAM TYPE

- Single Event
 Recurring Event

RECURRING EVENT DETAILS

EXAMPLE: Same event occurs on multiple dates and/or times.

DEFINE THIS EVENT *

To help us better understand your needs, please provide a detailed event description. EXAMPLE: a 1 hour lecture presenting slides and a discussion panel. A short reception will follow the event and will need a reception area for this component.

A meeting with senior thesis committee

GUEST TYPE

Is the presenter/performer an international guest traveling to Middlebury from abroad?

- Yes
 No

INTENDED AUDIENCE *

- STUDENTS
 FACULTY
 STAFF
 ALUMNI
 GENERAL PUBLIC

EVENT HOST *

Please provide the name of the contact person who will be ATTENDING the event.

(Your name)

CELL PHONE # *

Please give us a CELL PHONE number for the Event Host attending the event, in case of emergency.

(Your cell #)

CATERING PLANS *

- Food/alcohol will not be served at this event
 Will arrange catering through MiddCatering
 Will arrange food from an off campus source

TECHNOLOGY NEEDS *

- Technology is not necessary for this event
 Will use technology in the room, but do not need Media Services support.
 Would like to receive a call from Media Services to discuss my technology needs.

IS THIS A VIDEO CONFERENCE?

- YES
 NO

SET UP/ EQUIPMENT REQUIRED *

If the room needs additional set up services or the delivery of equipment, please define those details as best as possible here.

Will use the room as normally arranged.

POST TO CALENDAR? *

- YES
 NO

CALENDAR TEXT

Provide the text desired for posting this event on events calendars on the web. The only acceptable HTML tags are (for creating BOLD text) and (for creating ITALIC text). Please remove all other HTML tags- especially if you are copying text from a website. TEXT IS LIMITED TO A MAXIMUM OF 120 WORDS.

This text will be reviewed for obvious errors only. Detail will not be edited for content.

EVENT PHOTO

You may upload a photo that will display in the calendar listing for this event. Only .jpg or .gif files are accepted. Please keep the dimensions to approximately 450 pixels x 300 pixels or less and under 300 KB. Be aware that all images submitted must have proper copyright publication permissions. If you have questions about the copyright status of an image, please consult with Terry Simpkins in LIS.

Files must be less than **300 KB**.

Allowed file types: **gif jpg**.

No file chosen