

Indoor Information Dissemination Area Request Form

Request to reserve campus Information Exchange Areas must be submitted via email to dmcleane@sautech.edu as an attachment to the Office of Vice Chancellor of Student Services a minimum of ten (10) working days prior to the date of intended use.

Date Sent:	Please check appropriate Box(es) for Information Exchanges Areas <input type="checkbox"/> Administration Building <input type="checkbox"/> Business Building <input type="checkbox"/> Student Center <input type="checkbox"/> Tech Building
Date Received:	

Request Information

Event:	
Day(s) of the week and dates:	Event Start time:
	Event End time:

Sponsor Information

Contact Name:	
Phone Number:	Mailing Address :
Organization:	City, State, and Zip