
Event Request Form

1. Request Number:

[Auto-generated or Assigned]

2. Date of Request:

[MM/DD/YYYY]

3. Event Organizer Details:

- **Name:** [Enter name]
- **Organization (if applicable):** [Enter organization name]
- **Contact Information:** [Enter phone number, email, or both]

4. Event Details:

- **Event Name:** [Enter event name]
- **Event Type:** [Conference, Seminar, Workshop, etc.]
- **Date & Time:** [MM/DD/YYYY, HH AM/PM]
- **Location:** [Enter venue/location]

5. Purpose of Event:

[Provide a clear description of the event and its objectives.]

6. Resources Required:

- Venue
- Equipment/Materials
- Sponsorship
- Other: [Specify]

7. Deadline for Approval:

[MM/DD/YYYY]

8. Additional Comments or Special Instructions:

[Provide any additional information or instructions.]

9. Attachments:

- Event Proposal/Plan
- Budget
- Other: [Specify]

10. Status (For Office Use Only):

- Approved
- Pending
- Denied
- **Remarks:** [Provide remarks if applicable]