### horizontal line**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]