

EWU Libraries Request for Event or Display: Complete this form to request an event or display to be held in the JFK Library. All event requests subject to dean approval.* Return this completed form to:

Email
alaskowski@ewu.edu

Fax
 509-359-4840

Campus Mail
 100 LIB

Hand Delivery
 JFK U02

NAME OF EVENT:	
FOR STUDENTS/STUDENT GROUPS ONLY:	<p><i>Prior to requesting event space or services from EWU Libraries, students or student groups must enter the event on Eagle Sync (to be reviewed by SAIL).</i></p> <p><input type="checkbox"/> YES, I HAVE ENTERED MY EVENT ON EAGLE SYNC</p>
EVENT DESCRIPTION/PURPOSE: (Check those that apply and provide short justification)	<p><input type="checkbox"/> GOAL 1: STUDENT SUCCESS (how?)</p> <p><input type="checkbox"/> GOAL 2: TOWARD INNOVATION/COLLABORATION (how?)</p> <p><input type="checkbox"/> GOAL 3: COMMUNITY ENGAGEMENT (how?)</p>
WHAT IS THE TARGET AUDIENCE FOR EVENT? (Check those that apply)	<p><input type="checkbox"/> STUDENTS <input type="checkbox"/> STAFF <input type="checkbox"/> FACULTY <input type="checkbox"/> OTHER</p>
EVENT DATE (S):	
EVENT TIME (S):	
JFK ROOM/LOCATION PREFERENCE:	<p><i>Requests to use the JFK Auditorium should be directed to EWU Event Planning at 359-4249.</i></p>
ARE FOOD/BEVERAGES PART OF THE EVENT?	<p><input type="checkbox"/> YES, I will be providing refreshments</p> <p><input type="checkbox"/> NO, refreshments are not part of the event.</p> <p><input type="checkbox"/> I would like to request refreshments be provided by EWU Libraries: (Explain)</p>
IS EVENT TECHNOLOGY/SUPPORT NEEDED? (TV, laptop, internet connection, sound, video, etc.)	<p><input type="checkbox"/> NO TECHNOLOGY/SUPPORT NEEDED</p> <p><input type="checkbox"/> YES, EVENT REQUIRES SUPPORT/THE FOLLOWING ITEMS: (LIST)</p> <p>OIT TICKET: <input type="checkbox"/> Yes, I will submit <input type="checkbox"/> Please submit for me</p>
PROMOTIONS: Plans for promoting (Flyers on campus, web, press releases, Facebook posts, etc.)	<p><input type="checkbox"/> I don't need any graphic or promotional help</p> <p><input type="checkbox"/> I would like to request promotions assistance, please contact me.</p>
RESOURCES: tables, seats. Easels, display walls, book shelves, staffing, etc.	<p>PLEASE LIST RESOURCES NEEDED, INCLUDING NUMBER OF SEATS:</p>
CONTACT INFO: (name, phone #, email):	
I AM COLLABORATING WITH: (EWU faculty/staff/departments)	<p>(LIST NAMES AND CONTACT #S)</p>

LIBRARY USE ONLY

Date Rec: _____ Dean Initials: _____ Circle: *Approved / Disapproved* Manner Notified: _____ Date Notified: _____