Academic Event Scheduling Request Form

**This form is set up for you to fill out on your computer, just click on the gray fields and type. If not applicable just leave blank.   
Email the completed form to** [**liz.robertson@twu.ca**](mailto:liz.robertson@twu.ca)**.   
(Please send this as an attachment two weeks before your event.)**

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| **Name Of Event** | | | | | |
| Click here to enter text. | | | | | |
| **Name of Guest Speaker(s)** | | | | | |
| Click here to enter text. | | | | | |
| **Title of Lecture** | | | | | |
| Click here to enter text. | | | | | |
| **Date(s)** | **Start Time: End Time:** | | |  |
| Click here to enter text. | Click here to  enter text. Click here to enter text. | | |  |
| **Location (include street address if the event is being held off campus)** | | | | | |
| Click here to enter text.  BE SURE to contact [Angela.Namocatcat@twu.ca](mailto:Angela%20Namocatcat%20%3cAngela.Namocatcat@twu.ca%3e) to book a TWU room.  Availability of location confirmed? Yes No | | | | | |
| **Ticket Prices for Event** | | | |
| Adults: $Click here to enter text.  Seniors: $Click here to enter text.  Students: $Click here to enter text.  Special rates: Click here to enter text. | | | |
| **RSVP Information :** | | | | | |
| Name: Click here to enter text.  Email: Click here to enter text.  Phone number: Click here to enter text.  Date due by: Click here to enter text. | | | | | |
| **Registration Information:** | | | | | |
| Contact person: Click here to enter text.  Website: Click here to enter text.  Cost: $Click here to enter text.  Special rates/discounts: Click here to enter text.  Deadline for registration: Click here to enter text. | | | | | |
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| **Brief Description Of The Event** | | | | | | | |
| Click here to enter text. | | | | | | | |
| **Sponsor(s) Of The Event** | | | | | | | |
| Click here to enter text. | | | | | | | |
| **Funding** | | | | | | | |
| Is this event funded by a grant? Yes No Name of the grant: Click here to enter text.  Name of the grant agency: Click here to enter text.  Does the granting agency require that their funding be cited in a specific way? Yes No If yes, give the exact wording. Click here to enter text. | | | | | | | |
| **TWU Contact Person Email Extension** | | | | | | | |
| Click here to enter text. | | | Click here to enter text. | Click here to enter text. | | | |

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