



**ENGINEERING**  
TEXAS A&M UNIVERSITY

# EVENT ASSISTANCE REQUEST

Upon completion, please email PDF to  
[engineeringprogramevents@tamu.edu](mailto:engineeringprogramevents@tamu.edu)

## EVENT CONTACT

**Contact Name**

**Email**

**Carbon Copy Email** (additional person you'd like copied on final approval emails)

**Phone Number**

**Department**

## EVENT DATE/TIME

**Event Date**

**Event Start Time**

**Event End Time**

**Does the event have multiple start times?**

e.g. Reception starts at 6:00pm, dinner starts at 7pm. Please provide a rough schedule

**Is this date flexible?**

YES

NO

If yes, please list potential available dates:

## EVENT LOCATION

What are your top three preferences for event location (list in order of preference)?

Location#1

Location#2

Location #3

Have you already reserved your event location?

**YES**

**NO**

(If no, would you like us to book your venue?)

**YES**

**NO**

If yes, you will need to provide a copy of the signed contracts and facility addendum to our team.

## EVENT TYPE/TITLE

Title of event:

Event type

Please indicate event level:

Budget:

Level 1 - Economical (prioritize cost, maintain quality)

Level 2 - Average (balance cost with higher quality)

Level 3 - upscale (higher in price and of highest quality, involves high profile guests)

## EVENT ATTENDEE INFORMATION

Number of faculty/staff invited (estimated)

Number of students invited (estimated)

Number of non-TAMU guests invited (estimated)

Total number of attendees invited (estimated)