



# Bauer House Event Request Form

Thank you for contacting the Office of External Relations at The University of Texas System. In order to process your request promptly, the form must be completed in its entirety.

## About You

NAME: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

## About Your Event

PROJECT OR EVENT NAME: \_\_\_\_\_

DESIRED DATE AND TIME: \_\_\_\_\_

ANTICIPATED NUMBER OF GUESTS: \_\_\_\_\_

TYPE OF EVENT: (Check all that apply.)  Lunch  Reception  Dinner  Meeting  Working Retreat  Other

WILL A PRESENTATION BE MADE THAT REQUIRES A LECTERN AND SOUND? \_\_\_\_\_

ARE CHANCELLOR CIGARROA AND/OR MRS. CIGARROA INVITED TO ATTEND?  CHANCELLOR CIGARROA  MRS. CIGARROA  NO  
*If yes, UT System staff will work with the Chancellor's Office to determine and coordinate availability for the event.*

WILL EITHER HAVE A ROLE IN YOUR PROGRAM?  CHANCELLOR CIGARROA  MRS. CIGARROA  NO

BRIEFLY DESCRIBE ROLE: \_\_\_\_\_

IF CHANCELLOR OR MRS. CIGARROA WILL NOT BE IN ATTENDANCE, PLEASE PROVIDE THE NAME AND CONTACT INFORMATION OF THE UT OFFICIAL WHO WILL SERVE AS HOST:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WHAT IS YOUR BUDGET FOR THIS EVENT? \_\_\_\_\_

IS REQUESTING ORGANIZATION A UNIT OR DEPARTMENT WITHIN A U.T. INSTITUTION?  NO  YES

*If yes, please note that leadership within your institution must be apprised of this request. Name of person notified: \_\_\_\_\_*

## Next Steps

Please send your request to Jill George ([jgeorge@utsystem.edu](mailto:jgeorge@utsystem.edu)). We will contact you shortly to let you know if we are able to accommodate your request. If so, we will be delighted to begin the planning process with you. Please call 499-4277 or e-mail [jgeorge@utsystem.edu](mailto:jgeorge@utsystem.edu) with any questions.