

# Request to have an event at Bauer House

The Bauer House is the official residence of The University of Texas System Chancellor. If you are interested in requesting an event to be hosted by Chancellor or Mrs. Zerwas, please complete this form in its entirety.

## About You

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Organization | Click here to enter text. |
| Phone number | Click here to enter text. |
| Email address | Click here to enter text. |
| Event Coordinator (contact) | Click here to enter text. |

## About Your Event

|  |  |
| --- | --- |
| Project or Event Name | Click here to enter text. |
| Purpose of Event | Click here to enter text. |
| Desired Date and Time | Click here to enter text. |
| What is your estimated budget? | Click here to enter text. |
| Anticipated number of guests | Click here to enter text. |
| Type of event (check all that apply) | Lunch  Reception  Dinner  Other |
| Will your group have sound or other tech needs? | Click here to enter text. |
| Is the Chancellor and/or his spouse asked to deliver remarks? | Chancellor  Chancellor Spouse  No  If yes, you will be sent a speaker’s request form under separate cover. |
| Is your organization a unit or department within a UT institution? | No  Yes |

### Next Steps

Please send your request to External Relations’ Office of Events ([rsvp@utsystem.edu](mailto:rsvp@utsystem.edu)). We will respond to let you know if your request may be accommodated. If so, we will begin the planning process with you. Please call 512-499-4277 if you have additional questions.