



Wednesday Event Request Form

Wednesday classroom and performance hall slots are reserved from 12:10pm-1pm for educational events for Blair students. Please fill out this form out to request a Wednesday event slot. You will get a confirmation from Christine Claffey once your event has been approved.

Personal Information

Name: _____ Email: _____

Phone Number: _____ Check One: Faculty Staff Student

Event Information

Name of Event: _____

Proposed Event Date: _____

Is this date flexible? Yes No If yes, other date options: _____

Type of Event: *(check one)*

- | | | |
|---|---|--|
| <input type="checkbox"/> Career Event | <input type="checkbox"/> Meeting | <input type="checkbox"/> Master Class |
| <input type="checkbox"/> Demonstration | <input type="checkbox"/> Workshop | <input type="checkbox"/> Lecture |
| <input type="checkbox"/> Review Session | <input type="checkbox"/> Guest Artist Recital | <input type="checkbox"/> Other <i>(Please specify below)</i> |
| _____ | | |

Which Rooms are needed? *(check all that apply)*

- | | | | |
|------------------------------------|------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Room 1167 | <input type="checkbox"/> Room 2175 | <input type="checkbox"/> Room 2190 | <input type="checkbox"/> Room 2192 |
| <input type="checkbox"/> Room 2133 | <input type="checkbox"/> IRH | <input type="checkbox"/> Choral Hall | <input type="checkbox"/> Turner Hall |

Number of attendees expected: _____

Event Details: _____

Forms can be emailed to christine.claffey@vanderbilt.edu or placed in Christine Claffey's mailbox at least two (2) weeks prior to the requested date.