Wednesday classroom and performance hall slots are reserved from 12:10pm-1pm for educational events for Blair students. Please fill out this form 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)

___ Career Event   ___ Meeting   ___ Master Class

___ Demonstration   ___ Workshop   ___ Lecture

___ Review Session   ___ Guest Artist Recital   ___ Other (Please specify below)

___________________________

Which Rooms are needed? (check all that apply)

___ Room 1167   ___ Room 2175   ___ Room 2190   ___ Room 2192

___ Room 2133   ___ IRH   ___ Choral Hall   ___ 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.