Major Event Date Request Form 2012-2013

Requester

Phone

Date

EVENT SPONSORS
Student club / activity group
(every major event must have the support / sponsorship of a Tuck department, center, or other administrative entity)

Tuck department / center / other

EVENT DESCRIPTION
(topic / theme, scope, audience)

REQUESTED DATE (S)

MINIMUM FUNDING FOR EVENT (required to participate in distribution of funds raised by Tuck’s Development Office).

PROPOSED EVENT SCHEDULE

A major event at Tuck is any that involves significant participation by outside constituents (presenters and/or participants) or an event where a large population of the Tuck community would be in attendance (e.g., the TuckGIVES auction).

Approval for the request will be made by committee in the spring term proceeding the academic year in which the event will occur; submissions made after approval of initial events will be reviewed and a decision made based on calendar availability at the time of request.

Please submit request(s) to the MBAPO Office by May 11th

Note: this form does not eliminate the need to request rooms; submit facilities, catering, or AV orders; or execute other event set-up requirements after the event has been approved.

Office use

- Facilities
- Dean’s Office
- MBAPO
- Development