

2025 Internal Summer Program Request Form

(Due no later than 10/30/2024 to Universityevents@cau.edu)

Date Form Submitted

Name of Program

CAU Sponsoring Department

Program Manager's Name

Title

Email

Cell Phone Number

Earliest Requested Check-In/Start Date

Expected Check-Out/ End Date

Are these dates flexible? Yes No

Please provide age range of program participants

Will your group require internet access or other AV services?

*Complete the form below.

| Requested Time | Requested Start Date | Requested End Date |
|----------------|----------------------|--------------------|
|----------------|----------------------|--------------------|

Provide information about catered events or meal other than conference dining

*Please complete the following pages for your location requests.

* In addition, please attach a preliminary itinerary/run of show

| Bishop C.L. Henderson Student Center | | | | |
|--------------------------------------|----------|-------------------|-------|------------------|
| Day/Date | Location | # of participants | Setup | Start – End Time |
| | | | | |
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****Note:** This is an estimation of all the dates and times. Use may vary depending on changes in the schedule. Tc -0.001at. Tc -0.001ate. Tc -0.001

Preapprovals Required

| | |
|---|-------|
| Program Manager Signature | Date: |
| Unit Head, Dean, Chair, or Director Signature (Internal Only) | Date: |

For Office Use Only

| | | | | |
|--|-------------------------------------|-----------------------------------|---------------------------------|-------|
| UME (University Meetings & Events) | <input type="checkbox"/> Applicable | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | Date: |
| External Affairs | <input type="checkbox"/> Applicable | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | Date: |
| Student Leadership & Engagement (Student Center Space) | <input type="checkbox"/> Applicable | <input type="checkbox"/> Approved | <input type="checkbox"/> Denied | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| | <input type="checkbox"/> | | | |
| | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
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