

25Live Event Request Form

Please send completed form to Austin Moore austin.moore@yc.edu and Linda Hoots linda.hoots@yc.edu

Name		Phone	
Event Name			
Event Type (select from drop down)			
Sponsoring Organization (department)			
Head Count	Event Date	Start Time	End Time
Additional Dates		Additional Time Pre-Event	Additional Time Post-Event
Location(s)			
Resources (if needed) and Instructions: Select Resources and enter quantity			
Publish to YC Events Calendar? YES FOR YC PUBLIC EVENTS ONLY Calendar Event Name		Requester Name <small>(if different than above)</small> Scheduler Name On-Site Contact	
Information to be posted on YC Event Calendar			

Questions? Please email Austin Moore austin.moore@yc.edu and Linda Hoots linda.hoots@yc.edu

VP approval required for events below:

- During all holidays and closures
- During Summer schedule - ALL YC Locations - Fridays, Saturdays & Sundays
- Regular semester schedule - ALL YC Locations - Saturdays & Sundays; Exception Prescott can hold events on Saturdays