

## 25Live Event Request Form (For Blackout Dates, Holidays and COVID Re-entry limits)

Name		Phone	
Event Name			
Event Type (select from drop down)			
Sponsoring Organization (department)			
Event Start Date		Start Time	End Time
Head Count <i>rooms still require 6 ft social distance</i>	Additional Time Pre-Event		Post-Event
Additional Dates			
Location(s)			
<b>Resources (if needed)</b> FM - Building Unlock/Lock, tables, chairs ITS - Temporary Username/Password CP - Room Unlock/Lock <i>(Please include details, quantities, etc)</i>			
Publish to Events Calendar? YES NO		Requester Name (if different than above)	
Calendar Event Name (if different than above)			
Event Details			

Please send complete form to Austin Moore [austin.moore@yc.edu](mailto:austin.moore@yc.edu) and Linda Hoots [linda.hoots@yc.edu](mailto:linda.hoots@yc.edu)

VP Approval Required

Code Red - for events over 10 people

Code Yellow - not required - max room capacities remain with 6 ft social distance