

SUNY Morrisville Event Form

Today's Date: _____

Directions: This form must be completed for any SUNY Morrisville event. Completed forms must be submitted to the Human Resources Office at least (2) weeks prior to the date of the event. For any questions, please contact Human Resources at humanresources@morrisville.edu or by calling 315-684-6038.

Person Making Request: _____ Dept. _____

Phone Number: _____ Email: _____

Title of Event: _____ Date of Event: _____

Start Time: _____ End Time: _____ Location: _____

Estimated Attendance: _____ Description of event: _____

Will there be anyone under of the age of 17 participating in this event? Yes No

If yes, please complete page 2: (Name all individuals who will be involved in the event and include email addresses. If additional individuals are identified at a later date, their information must be provided to Human Resources immediately.)

Do you have catering needs? Contact MAC

Email: MorrisvilleAux@morrisville.edu or mccartkm@morrisville.edu

Phone: 315.684.6047

Do you need Transportation? Contact the MAC Transportation Office

Email: max@morrisville.edu

Phone: 315.684.6097

Do you need to reserve a room? Contact the Registrar's Office

Email: registrar@morrisville.edu

Phone: 315.684.6066

Do you need Parking Arrangements? Contact University Police

Email: UniversityPolice@morrisville.edu

Phone: 315.684.6410

Do you need room arrangement/set up? Contact Facilities

Work Order Website: system.netfacilities.com

Phone: 315.684.6065

Do you have Technology Needs? Contact Technology Services

Email: tstickets@morrisville.edu

Phone: 315.684.6457

Do you need promotional assistance? Contact Communications and Marketing

Email: CommMark@morrisville.edu

Phone: 315.684.6041

Other Needs: _____

Signature of Person Submitting Request: _____ Date: _____

Vice President of Department: _____ Date: _____

Human Resources: _____ Date: _____

SUNY Morrisville Event Participants Contact List for Background Check and Child Protective Training

Title of Event: _____ Date of Event: _____

Event Organizer: _____

Name: _____ **Email Address:** _____

Name: _____ **Email Address:** _____

Name: _____ **Email Address:** _____

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