

**MARTIN UNIVERSITY**  
**Event Proposal Summary / Room Request Form**  
(Please complete to initiate planning /reservation process.)

<b>Day/Date/Time:</b> (Provide 3 options if event date is flexible)	
<b>Location/Space Requested:</b>	
<b>Purpose /Program Summary:</b>	
<b>Contact:</b> (Name, Title, Organization, Contact Information telephone and email)	
<b>Audience/Expected Attendance</b>	
<b>Open admission or private function?</b> (Include ticket costs, if applicable)	
<b>Proposed Set Up/ Schedule of Events: Setup Needs (Tables, chairs, layout, etc.)</b>	
<b>Audio/Visual Needs:</b>	
<b>Food and Beverage:</b>	
<b>Parking:</b>	Will use Martin University parking lot.
<b>Security:</b>	Will use Martin University existing security.

Please complete and submit this form by e-mail to [lmorton@martin.edu](mailto:lmorton@martin.edu) or contact Ms. Morton at (317) 917-3376 if there are any questions or to discuss your needs or preliminary plans.