

**Non-University Organization Scheduling Request**

Name or Title of Event: \_\_\_\_\_

Day(s)/Date(s) of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/PO Box City ST Zip

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Specific Facilities and Equipment Requested: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Complete Event Description: \_\_\_\_\_

Yes  No Will food or drink be served?

Yes  No Will University Food Services be providing the food?

Yes  No Will event be used as a recruitment tool of any kind for potential employees?

Yes  No Will spectators be charged an admission or asked for donation?

Yes  No Will tickets be issued?

Yes  No Will event participants (not audience) be charged to participate?

Yes  No Is there entertainment? If yes – please describe: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Arrival time for set-up of event: \_\_\_\_\_

Departure time after event conclusion: \_\_\_\_\_

Name of the responsible contact person attending the event: \_\_\_\_\_

→ Save completed form as pdf, reopen and verify your responses are in the fields.  
Submit by attaching file to an email to [scheduling@byui.edu](mailto:scheduling@byui.edu) or faxing to 208-496-6120.