

Space Request Sample Form

This form is for university R25 submitters to collect information from faculty and staff members **in advance** of entering the request into the R25 system. These fields correspond to information required in R25.

***Required**

Event Title: *

Event Name: *

Event date/s: *

Event time(s) including set up time: *

Expected audience size *

Space requirements *

Please describe the number of spaces needed, type of equipment needed in room, type of room (fixed seating; open floor plan), etc.

Organizing departments/centers: *

Name of faculty or staff member organizing the event: *

Name of onsite coordinator *

(All events must have an **onsite** coordinator who is a member of the New School staff or faculty, who must be present for the duration of the event.

Name/s of dean, director or chair who agreed to sponsor this event and has approved its content: *

Please provide the FOAP to cover the expenses related to executing the event: *

E.g. expenses associated with audio-visual, facilities, security, building hours, etc.

Type of Event: *

Internal (*open only to members of the New School community*)

Public (*open to people from outside the New School, whether general admission or invitation-only*)

Event description: *

Describe the content, speakers, sessions, format (i.e. conference, performance, screening, etc.)

Is this event being organized with an outside organization? *

Yes

No

If yes, please enter the full name/s of the organization/s. Please include website address.

Do you plan to video or livestream the event? *

Yes

No

Is this event associated with a course taught at The New School? *

Yes

No

If yes, please name the course.

Please use this space to provide any additional information about this event:

Flexible dates, times, locations