Campus Event Request form

Fill out the fields in the campus event form as noted below. If you need a specific room, ask for it and note why you need that space (STC lab, configurable seating, etc) in the "Describe room and technology needs" field.

- Department:
- Contact Name: Cooley, Dave
- Email: dicooley@indiana.edu
- Phone Number: 8128551234

Organizer's Role:
- Name of Event:
- Event Type:
- Associated Class:
  - Subject Area: (ENG-W)
  - Catalog Number: (131)
  - Class #: (123)

Please acknowledge that you have read and understand the policies and guidelines mentioned above.

*Yes, I accept these terms

Fill out required fields

Class changes must route through a scheduling officer

Choose a date and time

Set a recurring date and time
Exam and Classroom Special Request Lists
For scheduling officers submitting lists of special requests involving 15 or more dates or rooms:
Please complete the form above using the first event date needed as a single request. Attach a word or excel document using the link below detailing the remainder of your requests.
*Please submit your class related special requests by the Schedule Build Close date for each term*

Submit when finished

If you need a specific room, note what/why why here