

## EVENT MEMO

**Today's date:** \_\_\_\_\_

**To: Student Union Event Services**

**From:** \_\_\_\_\_

**RE: Use of**  Classroom  Spartan Memorial  SPX Gyms  Morris Dailey Auditorium

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**Organization / Department:** \_\_\_\_\_

**Dates of Event:** \_\_\_\_\_

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

**Times of Event (includes set-up and clean-up):** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Number of expected SJSU guests:** \_\_\_\_\_

**Number of expected Off Campus guests:** \_\_\_\_\_

**Will there be an admission fee?**  Yes  No

**AV technical assistance needed?**  Yes  No

**Will food & beverage be served?**  Yes  No

**Please provide a detailed description of your meeting or event:**

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**If using Morris Dailey Auditorium, please provide Faculty Advisor's Signature:**

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