

Maggie Murph Café Event Proposal

PRINT & SUBMIT IN HARDCOPY

Please complete all information. Failure to do so will delay proposal.

Submit proposal to Ignatios Alexander, Dean's Office, Hunt Library

FAX 412-268-2793

APPLICANT INFORMATION

Your name _____

Carnegie Mellon affiliation (student, faculty, staff) _____

If student, what year? __Freshman __Sophomore __Junior __Senior __5th Yr __Grad

Email or best means to contact you _____

Event in conjunction with

Department/School/Organization _____

Course Number/Name _____

Faculty Sponsor _____

EVENT DATE / TIMING

Date: _____

Set-up begins: _____ Event begins: _____ Event ends: _____

EVENT DESCRIPTION

Title _____

Physical aspects of event (computer, sound, lighting, etc.)

A-V equipment (if any) must be provided by campus Media Technology, at your expense.

How large an audience do you expect? _____

EVENT CONTENT

What is the nature and intent of your event? Why have you selected MMC as your venue?

IMPACT ON CAFÉ and/or LIBRARY USERS

Describe how your event will impact café users and the library environment.

Applicant (signature/date) _____

----- LIBRARY USE ONLY -----

APPROVED (signature/date) _____

NOT APPROVED (signature/date) _____

If not approved, why:
