

Alcala Request Form

Use one form for each block of time requested, even if same event.

This form must be completed and received by our office at least 4 weeks prior to event.

Name of Event: _____

Day/Date/Year of Event: _____

Time frame you need Alcala present:

Arrival: _____ Departure: _____

Location of Event: _____

Guest Type (Deans, VP's, Trustees, Alumni, Donors, etc.)

Number of students requested: _____

Please note: Number of Alcala students not guaranteed, subject to student availability.

Responsibility of students: _____

Contact Person: _____

Department: _____

Phone Number: _____

Email: _____

Additional information/comments that would be helpful:

Questions? Call DeeDee Wittman x7532.

DeeDee will confirm details and number of Alcala students working one week prior to the event.

PLEASE RETURN THIS FORM COMPLETED TO DEEDEE WITTMAN
DAC 214 OR FAX (8857).