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 Alexandra Lopez at (619) 260-2756. Alexandra will confirm details and number of Alcala students working one week prior to the event.

PLEASE RETURN THIS COMPLETED FORM TO ALEXANDRA LOPEZ AT DAC 307 OR EMAIL TO ALEXANDRALOPEZ@SANDIEGO.EDU