

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**