

# Space Request Form

This form is for university R25 submitters to collect information from faculty and staff members **in advance** of entering the request into the R25 system. These fields correspond to information required in R25.

**\*Required**

**Event Title: \***

**Event Name: \***

**Event date/s: \***

**Event time(s) including set up time: \***

**Expected audience size \***

**Space requirements \***

Please describe the number of spaces needed, type of equipment needed in room, type of room (fixed seating; open floor plan), etc.

**Organizing departments/centers: \***

**Name of faculty or staff member organizing the event: \***

**Name of onsite coordinator \***

(All events must have an **onsite** coordinator who is a member of the New School staff or faculty, who must be present for the duration of the event.

**Name/s of dean, director or chair who agreed to sponsor this event and has approved its content: \***

**Please provide the WORKTAG to cover the expenses related to executing the event: \***

E.g. expenses associated with audio-visual, facilities, security, building hours, etc.

**Type of Event: \***

Internal (*open only to members of the New School community*)

Public (*open to people from outside the New School, whether general admission or invitation-only*)

**Event description: \***

Describe the content, speakers, sessions, format (i.e. conference, performance, screening, etc.)

**Is this event being organized with an outside organization? \***

Yes

No

**If yes, please enter the full name/s of the organization/s. Please include website address.**

**Do you plan to video or livestream the event? \***

Yes

No

**Is this event associated with a course taught at The New School? \***

Yes

No

**If yes, please name the course.**

**Please use this space to provide any additional information about this event:**

**Flexible dates, times, locations**