

# College of Architecture

## Texas A&M University

DATE OF REQUEST: \_\_\_\_\_

To schedule an event or visitor, please complete the following information and submit to Emily Staples in Room 202 in Langford A, Dean's Office.

Name of event: \_\_\_\_\_

Visitor and/or lecture title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date & times: \_\_\_\_\_

Please check availability prior to scheduling your event or visitor at: <http://archweb.tamu.edu/college/roomschedule/login.asp>  
(User=viewer, Password=report02)

Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sponsoring unit: \_\_\_\_\_

If student organization is requesting Wright Gallery, ARCC 105, or ARCB 102, you must put faculty member who will be in attendance and have an outside visitor.

**DETAILED**  
description or  
attachment of  
event

**Public**  
Faculty  
Faculty & Staff  
Faculty, Staff & Students

**Private**  
Designated audience

**Students**  
All students

All requests for the Wright Gallery, ARCC 105, and ARCB 102 must be submitted **14 days in advance** of event.

**Coordinators - Event Planning Checklist at:**  
<http://archone.tamu.edu/college/intranet/resources/forms>

This form located at:  
<http://archone.tamu.edu/college/intranet/resources/forms>

### Internal Use Only

Date of Approval	Date added to web calendar