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Event/Room Scheduling Request Form

Instructions:

Step 1: Please fill out the your name and email

Step 2: Click submit

Step 3: You will receive an email with a link to finish filling out your event/room request form

(Please note: It may take 5-10 minutes for this email to appear in your inbox, PLEASE DO NOT INITIATE A SECOND FORI

Requester Name:

Requester Email Address:

Submit

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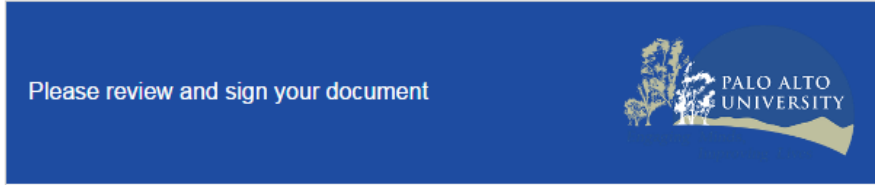


Your PowerForm has been successfully activated for signing. Email notifications have been sent.

(email has been sent to you.)

 **Teresa Lee via DocuSign** <dse@docusign.net>
to me

11:08 AM (3 minutes ago) ☆ ↶ ▾



From: Teresa Lee (tlee@paloaltou.edu)
Palo Alto University

Hello Teresa Lee,

Teresa Lee has sent you a new DocuSign document to view and sign. Please click on the 'View Documents' link below to begin signing.

Please click the button below to fill out and submit your Event/Room Request. You will need to fill out all the required (red highlighted) fields, sign the document, and click the yellow "Confirm Signing" button to submit.

Please note that your request has not been approved until you receive the completed form notification email.

Notes

Please fill out all the required fields (red highlights), sign the document, and click the yellow "Confirm Signing" button to complete.

[View Documents](#) 

Alternately, you can access these documents by visiting docusign.com, clicking the 'Access Document' link, and using this security code:

024F78743E20480C83A37A262BE3AFDD1

This message was sent to you by Teresa Lee who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.

If you need assistance, please contact DocuSign Support (service@docusign.com)

The Global Standard For Digital Transaction Management™



Engaging Minds, Improving Lives

94025
Phone: 800-818-6136
Fax: 650-433-3888
www.paloalto.edu

Please submit your set up request.

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Event/Room Scheduling Request Form

Name:	Teresa Lee	Facilities Requests/Notes
Date:	10/14/2014	
Email:	tlee@paloalto.edu	
Event Information		
Event Title:	Student Veteran Meeting	es: Nothing Required
Requested Event Date:	10/14/14	
Start Time:	1:00pm	
End Time:	2:00pm	
Number of Guests:	10	
Location:	Main Campus	
Requested Room:	OAA Conference Room - bldg 2	
Alternate Room:	Faculty Conference Room - bldg 3	
Would You Like This Event Posted on the PAU Events Calendar?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Signature:	10/14/2014	

ALL items outlined in RED must be filled out prior to signing & submitting. (nothing is left blank)

Internal Use Only

OAA Signature:	<input type="text"/>	Internal Comments:
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Your event/room is approved and booked in the calendar once the OAA



94025
Phone: 800-818-6136
Fax: 650-433-3888
www.paloalto.edu

Please submit your set up request.

Event/Room Scheduling Request Form

Name:	Teresa Lee
Date:	10/14/2014

Facilities Request(s)/Notes:

Nothing Required

Confirm Signing



All required fields complete.

You will have an opportunity to save your copy on the next screen.

Click "Confirm Signing" when you are ready.

Number of Guests: 10

Location: Main Campus

Requested Room: OAA Conference Room - bldg 2

Alternate Room: Faculty Conference Room - bldg 3

Would You Like This Event Posted on the PAU Events Calendar?

Yes No

Signature:  10/14/2014

Internal Use Only

OAA Signature: _____

Internal Comments:

Your event/room is approved and booked in the calendar once the OAA

If all items are filled out correctly, and you clicked on the signature button, the "confirm signing" will appear.

Click on "confirm signing" and the completed form will be emailed.