

Instructions for Using the Event Proposal Form (INTERNAL ONLY):

- The link to the Event Proposal Form is located on the Ad Astra Homepage in the Conference Services section (right-hand side of the homepage).
- Click on the link to complete the fillable form. You can print it or save it to your computer to forward to your associate dean, dean, and the Campus Provost for approval. Approvals may be received as actual signatures or they may be electronic.
- As the Event Coordinator, it is your responsibility to ensure that the information on the form is completed. Additionally, you must attach copies of the requested materials and approvals for your event or processing will be delayed.
- The space you are requesting for your event will not be considered reserved until all approvals have been received.
- After the Campus Provost has approved, the Executive Assistant will send a copy via email to Conference Services and the Event Coordinator. Once received, the space requested will be reserved and the Event Coordinator will proceed with planning the event.