



VANDERBILT  
UNIVERSITY®

## Vanderbilt University Public Safety

### Special Event Staffing Request

Event Name:	Event:	Public	Private								
Event Date(s):	Lot(s):	Closure?	Yes	No							
Event Address:	Street(s):	Closure?	Yes	No							
Building(s):	Meters Bagged?	Yes	No								
Event Start Time:	Event End Time:	Total Time (hours):									
Expected Attendance:	Non-Vanderbilt Attendance?	Yes	No								
List Special Guests or VIPs:											
Entertainment: Yes No	Band/Source? Yes No	Ticketed Event? Yes No	Cash? Yes No								
Alcohol Present? Yes No	Serving Company?										

Event Organization / Department Host:

Primary Contact: Office Phone #: Cell Phone #:

Email:

Secondary Contact: Office Phone #: Cell Phone #:

Email:

Department Center Name: Fax #:

Billing Address:

**In order to approve your event, you must provide an authorized signature and center number that can be verified and on file with the Office of Financial Affairs. A journal entry will be processed for the cost of the event and a copy of the invoice will be sent to the department.**

Department Center # (10 digit):

Authorized Person's Name (print):

Authorized Person's Name (signature):

Brief Narrative of the Event:

Email completed form to [mark.stannard@vanderbilt.edu](mailto:mark.stannard@vanderbilt.edu); [jason.h.bates@vanderbilt.edu](mailto:jason.h.bates@vanderbilt.edu) or fax to VUPD Special Events at (615) 936-0263 for approval and confirmation.