



2021-2022 MLSA Event Calendar Request Form

Event Name			
Location			
Committee/Student Group Position			
Date			
Start Time		End Time	

- X Please allow up to 72 hours for your request to be reviewed and approved before it is posted to the MLSA Event Calendar.
- X Submission of a request form does not guarantee that your event will be approved. Scheduling conflicts can and do occur, and some events may receive greater priority over others resulting in your event being denied.
- X To avoid unnecessary and sudden changes to plans we recommend you submit a request form as soon as possible, after your event and venue have been confirmed.
- X If you require the use of MLSA EventBrite account for organization and ticket processing, please complete and email the EventBrite Request Form to Narayan McRae, VP Finance (rh.mlsa.vpfinance@gmail.com).
- X Submit this form and direct any inquiries regarding the event calendar to Devan Reid or the Communications Committee (rh.mlsa.communications@gmail.com).

EventBrite Request Form completed:

Zoom Account Request Form completed:

Description/any other information that is relevant to reviewing your request (optional):

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