

The online form is to be used by Internal University Departments for University non-course requests only.

* Contact Name	<input type="text"/>
* Department/Faculty	<input type="text"/>
* University of Toronto Email Address	<input type="text"/>
* University of Toronto Contact Phone	<input type="text"/> Ext. <input type="text"/>
Preferred Contact Number	<input type="text"/>
* Event Name	<input type="text"/>
* Event Type	<input type="text"/> <input type="button" value="▼"/> Other (specify) <input type="text"/>
* Topic:	<input type="text"/>
* Speakers(s):	<input type="text"/>
* Any Video/Film shown?	Any Video/Film shown? <input type="radio"/> Yes <input type="radio"/> No
* Open to public	Open to public <input type="radio"/> Yes <input type="radio"/> No
* Will Refreshments be served? <i>Food and beverages are not allowed in our classrooms; please contact us for alternate options.</i>	Will Refreshments be served? Food and beverages are not allowed in our classrooms; please contact us for alternate options. <input type="radio"/> Yes <input type="radio"/> No
* Admission to be charged?	Admission to be charged? <input type="radio"/> Yes <input type="radio"/> No
* No Of Attendees Expected	<input type="text"/>
* Date(s) Required	<input type="text"/>
* Start Time(s) Required	<input type="text"/>
* End Times(s) Required	<input type="text"/>
* Rooms Required Please indicate which rooms: Seminar Room, Lounge, or both	<input type="text"/>
* Fund Centre	<input type="text"/> * Cost Centre/IO <input type="text"/> Fund <input type="text"/> GL <input type="text"/>

Comment  
(such as special requirements or more information regarding event)

You will receive an email copy of this request after you submit it.

A separate confirmation will be sent from our office once your request has been processed, or we will contact you with any questions we might have regarding the request.

\* *Indicates Fields are Mandatory*