



STUDENT AFFAIRS  
STUDENT ENGAGEMENT  
AND CAMPUS LIFE  
VIRGINIA TECH.

**Event Services**

221 Squires Student Center  
540.231.5005 | eventservices@vt.edu

<b>Reservation#</b> <i>(office use only):</i>	
Form Accepted By <i>(office use only):</i>	
Date Received <i>(office use only):</i>	
Reservations Coordinator <i>(office use only):</i>	

*Last Updated: 07/2019 SS*

# Career Recruiter Information Session/Interview Request Form

All fields in this form must be completed to request Student Engagement and Campus Life managed spaces. This is a request, and space will be reserved based on current availability. For more information on the Event Services policies and procedures, please visit our website: [www.campuslife.vt.edu/EventServices](http://www.campuslife.vt.edu/EventServices).

Please note that an invoice will be sent 2-4 weeks after the event, and fees must be paid according to directions on the invoice. To pre-pay with credit or debit cards, please email us to set up an appointment time with the Ticket Office. Only VISA/MasterCard are accepted.

**Event Title:** \_\_\_\_\_

<b>Event Description:</b>
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Requested Date(s) or Range of Dates:	Event Start/End Time: <i>(Include setup/teardown time)</i>
<i>1<sup>st</sup> Choice Date:</i>	
<i>Back-Up Dates:</i>	

**Access to a projector?**  Yes  No      **Food?**  Yes  No      **If yes, what kind?** *(Catered, baked goods, etc.)* \_\_\_\_\_

**Anticipated Attendance:** \_\_\_\_\_      **Desired Room Set Up:**  Conference Room  Theater  Classroom

**Representative Information for the Career Recruiter:**

**Company:** \_\_\_\_\_

**Tax ID number:** \_\_\_\_\_      **Tax Exempt?**  Yes  No

**Individual representing the non-university group:** \_\_\_\_\_

**Phone number of representative:** \_\_\_\_\_      **E-mail:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

By submitting this form, I am indicating that I have read and I understand this document. All events are subject to compliance with applicable Event Services, Student Engagement and Campus Life, University, county and local policies and laws. Depending on the nature of an event additional approvals may be required. Event Services reserves the right to make changes or adjustments to reservations, even after signature confirmation, based on need or necessity. My company's failure to abide by these guidelines may result in the loss of event approval, ability to make future reservations, and/or further sanctions. I agree to pay all charges associated with this event.

**Print Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_