

Flight Deck Space Requests

Requester Information

Name

NSU Email Address

Organization/ Department Name

Phone Number

Event Information

Event Name

Event Date

Must be 15 business days in advance.

Preferred Set Up Time

Start Time

End Time

End Break Down Time

Expected Attendance

Event Description

Requests

Location

Inside Flight Deck
Flight Deck Patio

Equipment Requests

Stage
Karaoke Machine
Projector/ Screen
Speaker System
Mics (2 Max)

Additional Equipment Requests

*List items and amount of needs
(i.e. 10 tables, 20 chairs, 1 10x10 tent, 1 popcorn
machine)*

Notes

List any notes for the request

Permissions

President's Name

President's Email

Advisor's Name

Advisor's Email