

Geological Materials Center Event Request Form

State of Alaska

Atwood Building Management & Division of General Services

Requestors are responsible for completing this form when requesting to schedule an event in a state owned building. Written approval is required prior to event scheduling.

Name of Event: _____
Organization Name: _____
Contact Name: _____
Work Phone: _____ Other Phone: _____
Date(s) of Event: _____ Time of Event: _____
Estimated Number of Attendees: _____

Description:

Special Requirements:

Will food be provided at the event? Yes No
Will alcohol be provided at the event? Yes No
Certificate of Insurance provided? Yes No

STATE APPROVALS

Leasing & Facilities Manager

Coldwell Banker Commercial
550 W 7th Avenue, Suite 103
Anchorage, Alaska 99501

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