



## Special Event Application Form

If you are planning an event on campus that will require parking for visitors, please complete this form. To help your event run even more efficiently, please submit your information at least 2 weeks before your event. After submission of this form, you will receive a confirmation e-mail.

If you have any questions, please contact us at 706-542-7275 or [parking@uga.edu](mailto:parking@uga.edu)

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### Event Information

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Title of event

\_\_\_\_\_

Date of event

\_\_\_\_\_

Department sponsoring event

\_\_\_\_\_

Start time of event

\_\_\_\_\_

Location of event

\_\_\_\_\_

End time of event

\_\_\_\_\_

Number of persons attending

\_\_\_\_\_

Preferred lot or deck (does not guarantee availability)

\_\_\_\_\_

Number of attendees requiring disability parking

\_\_\_\_\_

Will event require buses or any other special parking?

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### Description of services needed:

(Please include any specific requests)

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### Contact Information

\_\_\_\_\_

Contact Person

\_\_\_\_\_

Contact Phone Number

\_\_\_\_\_

Contact Email Address

\_\_\_\_\_

Contact Fax Number