



### **SCL Student Organization Littlefield Home Request Form**

Please fill out this form **at least 3 weeks in advance** to host your organization's event at the Littlefield home. All requests are subject to approval by the SCL Student Affairs team. Please email the completed form to [scstudentprograms@utexas.edu](mailto:scstudentprograms@utexas.edu).

Name of Student Organization:

Name of Primary Event Contact:

Email of Primary Event Contact:

Event Title:

Event Date:

Event Time:

Room Requested:

Estimated number of attendees:

Number of LFH Lot Parking Passes Requested (\$12/each, only for special non-UT guests)

Brief description of event (2-3 sentences).

Would you like the event to be included in the SCL newsletter?

Please list any AV/Tech Requirements (e.g. TV hookup).

Please list any special seating or speaking arrangements (e.g. podium, table with chairs).

Any additional notes?