

Event Forms & Required Lead Times

A variety of Phoenix Biomedical Campus (PBC) space and resource reservations can be made using Astra Schedule. Use the correct event request form, described below, to avoid causing delays when schedulers are confirming your request.

Event Forms

- **Auditorium (2210):** For PBC faculty or staff, and approved community partners who request use of the Virginia Piper Auditorium (2210).
- **Meeting With Food:** For PBC faculty or staff who need space for sessions with food.
- **Meeting Without Food:** For PBC faculty or staff who need space for meetings without food. If scheduled resources (i.e., catering, security, custodial, technology, room set-up, and/or room tear down) are needed, use the appropriate form - either Special Event, Auditorium (2210), or Video conference.
- **Special Event - Not In Auditorium:** For PBC faculty or staff, and approved community partners. Submit this form to request space and /or resources for a special event, in spaces other than the Auditorium.
- **Student Org Meeting/Event:** For a student organization meeting or event. The chair or co-chair of the student organization must submit the request, selecting space from [one of these designated spaces](#).
- **Video conference (VC):** For PBC faculty or staff who are requesting a video conference meeting with an Instructional Support technician present for testing and set up.
- **Web conference (WC):** For PBC faculty or staff who are requesting a web conference meeting with an Instructional Support technician present for testing and set up.

| <u>Event Request Form</u> | <u>Can Be Submitted By</u> | <u>Minimum Lead Time</u> | <u>Direct Questions To</u> |
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| Auditorium (2210) | PBC Faculty or Staff; Community Partner | Two Weeks | PBC-SpecialEvents@email.arizona.edu |
| Special Event - Not In Auditorium | PBC Faculty or Staff; Community Partner | One Week | PBC-SpecialEvents@email.arizona.edu |
| Meeting Without Food | PBC Faculty or Staff | ½ Business Day | PBC-Scheduling@email.arizona.edu |
| Meeting With Food | PBC Faculty or Staff | 1 Business Day | PBC-Facilities@email.arizona.edu |
| Student Org Meeting/Event | Student Org Chair or Co-Chair | One Week | PBC-StudentRequests@email.arizona.edu |
| Video or Web Conference | PBC Faculty or Staff | 2 Business Days | PBC-ITSupport@email.arizona.edu |

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