Student Union, Inc. Event Services One Washington Square San Jose, CA 95192-0155 408-924-6300 | student-union-events@sjsu.edu

## **EVENT MEMO**

oday's date:
o: Student Union Event Services
rom:
E: Use of  Classroom  Spartan Memorial  SPX Gyms  Morris Dailey Auditorium
Organization / Department:
eates of Event:
xpected Attendance:
imes of Event (includes set-up and clean-up):
ame of Event:
umber of expected SJSU guests:
umber of expected Off Campus guests:
Vill there be an admission fee?
V technical assistance needed?
Vill food & beverage be served? ☐ Yes ☐ No
lease provide a detailed description of your meeting or event:
f using Morris Dailey Auditorium, please provide Faculty Advisor's Signature: