



The Institute for P-20 Initiatives  
**COLLEGE AND CAREER PRESENTATION OR FAIR RESERVATION REQUEST  
FORM**

**Event Information:** Campus Visits will take place Monday-Wednesday in Bexar County from 8am-7pm schedule and calendar allowing. Please submit request 3 weeks prior to event.

Event Title: \_\_\_\_\_ Start Time: \_\_\_\_\_  AM  PM

Event Date: \_\_\_\_\_ End Time: \_\_\_\_\_  AM  PM

Expected/Estimated Number of Attendees (Minimum of **50** Participants):

**Service Requested:**

Presentation  Info Table for College Fair

Additional Event Information: \_\_\_\_\_

Audience (check all that apply):

1<sup>st</sup>-4<sup>th</sup> grade  5<sup>th</sup> grade  6<sup>th</sup> grade  7<sup>th</sup> grade  8<sup>th</sup> grade  Parents/Family

**Primary Contact/Event Requester Information:**

Name: \_\_\_\_\_

School/Organization: \_\_\_\_\_

Cell/Office Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Location Information:**

Event Address: \_\_\_\_\_

Parking Location: \_\_\_\_\_

Check In or Event Location: \_\_\_\_\_

City: \_\_\_\_\_ State: TX Zip Code: \_\_\_\_\_

**Reservation/Cancellation:** Please provide a minimum of 3 weeks' notice for reservation. A new reservation form will be required when rescheduling cancelled events.

Please submit the College and Career Presentation Reservation Request Form to  
[lara.crouch@utsa.edu](mailto:lara.crouch@utsa.edu) or fax to 210-458-2764.