

**UTSA INSTITUTE FOR P-20 INITIATIVES  
CAMPUS VISIT/PRESENTATION RESERVATION REQUEST FORM**

**Event Information:** Campus Visits will take place Tuesday-Thursday from 8am-7pm schedule and calendar allowing.

Event Title: Click here to enter text.

Event Date: Click here to enter a date.

Start Time: \_\_\_\_\_  AM  PM

End Time: \_\_\_\_\_  AM  PM

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

Service Requested: Presentation

Info Table

Additional Event Information:

Audience (check all that apply): Choose an item.

Elementary (1<sup>st</sup>-4<sup>th</sup>)  5<sup>th</sup> grade  6<sup>th</sup> grade  7<sup>th</sup> grade  8<sup>th</sup> grade

**Primary Contact/Event Requester Information:**

Name:

School/Organization:

Cell/Office Telephone:

Office Fax:

Email:

Date Submitted:

**Location Information:** Please email a description of campus with information on check in/check out procedures.

Event Address:

Parking Location:

City:

State:

Zip Code:

**Reservation/Cancellation:** Please provide a minimum of 3 weeks' notice for reservation. Please provide a minimum of 5 days' notice for cancellation. A new reservation form will be required when rescheduling canceled events.

**Please submit the CAMPUS VISIT/PRESENTATION Reservation Request Form to [p20@utsa.edu](mailto:p20@utsa.edu) or fax to 210-458-2764. For inquiries please call 210-458-2784.**