



Instructions

This form is to be used by Event Coordinators/Organizers for the Environmental Health and Safety (EHS) Department personnel to gather information before the commencement of an event. This request must be submitted in advance by the Event Coordinator/Organizer by sending an email to ehs@kennesaw.edu.

Event Information

Event Name		Event Date and Time	
Campus	<input type="checkbox"/> Kennesaw <input type="checkbox"/> Marietta <input type="checkbox"/> Other _____	Event Location (Building & Room)	

Note: A map or drawing of the layout where the event is taking place must be attached to this request. PDFs or photos of hand sketches are acceptable.

Event Coordinator/Organizer Contact Information	
University Sponsor Name and Contact Information	
Requestor Contact Information	

Number of People Expected to Attend

Required Questions	Yes	No
Will there be tents? (Please see requirements for tents in our Event Safety and Health Guidelines).		
Will there be pyrotechnics? (If yes, complete the Pyrotechnics Event Plan Review Form and contact Georgia State Fire Marshal and/or Cobb County Fire Marshal – (770)528-8310).		
Will there be any generators used?		
Will there be any type of flame used? (If yes, submit a Fire Extinguisher Request Form to firesafety@kennesaw.edu).		

Requestor Signature:	Date/Time:
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EHS Personnel Signature:	Date/Time:
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