

HAA Lower Lecture Hall Event Request Form

Fill out this form and send it to the HAA Inbox (haa@fas.harvard.edu) before booking the event through EMS. **Failure to send this form will result in the booking being cancelled.**

Event Name: _____

Event Date/Time: _____

Host Department: _____

Host Dept. Billing Code: _____

On-Site Contact: _____ On-Site Contact Phone: _____

On-Site Contact Email: _____

Number of Speakers: _____ Number Of Attendees: _____

Description of the event: _____