

Example Letter for Morris Dailey Auditorium

STUDENT INVOLVEMENT • SAN JOSÉ STATE UNIVERSITY BOX #32 • SAN JOSE, CA 95192-0038

February 23, 2019

TO: Student Union Event Services

FROM: Josephine Smith
Advisor, (name of) Organization/Department

RE: Use of Morris Dailey Auditorium

Our organization/department would like to request the use of Morris Dailey Auditorium on January 1, 2020 for our Annual Researchers Award show. The show will involve the SJSU campus as well as guests from other campuses. We are expecting 300 people from off-campus and will have 150 people from on-campus attending. I understand that the event and those attending will be my responsibility and will be on-site for the length of the show. If I am unable to attend, I will have another faculty member attend in my place.

There will be no admission fee for this event. We will need to use the Morris Dailey Auditorium from 8:00 am until 5:00 pm (including set-up and clean-up). This show has become the finale for the Researchers Trade Show which takes place at a nearby facility. We will require technical assistance, with lighting and sound. We understand that no tacks, tape, nails or other adhesives are allowed to attach the decorations within the (Auditorium) and are thinking up creative decorating solutions.

We thank you for your consideration in this matter. If you need further information or have questions, please contact me at (408) 924-5555. If we need to cancel the event, we will contact you at least 2 weeks in advance to avoid the cancellation fee.

(Please note: If you are a student organization that is requesting the use of Morris Dailey Auditorium, please identify your organization as being registered with the Student Life Center, include your mailbox # and your ASBO account # if applicable)

*** Make sure your letter is signed by the advisor!***