

Special Events Request

Information Technology Services

191 Durham Center

515-294-8565; Fax 515-294-5050 (support@iastate.edu) *(Sending this form as an e-mail attachment is the preferred method.)*

Company Name _____
Contact Person _____
Telephone # _____ Fax # _____ Email _____
Billing Address _____
Account # _____

Event _____
Location/Building _____
Date of event _____

Installation date _____ *(Order must be received 5 working days before install date.)*

Disconnect date _____

Data Request Ethernet service
 ADSL service
 Other *(Please specify in Special Instructions box below.)*

***If you order CenturyLink,
please send a copy of the
CenturyLink order.***

Voice Request # of telephone lines needed _____
of sets needed _____

Long distance access?

Yes No

Voice mail?

Yes No

Fax needed?

Yes No

Where located at event—area of building, jack, etc.:

Special Instructions:

Notes:

Lightening may damage equipment connected to a power source or a communication jack. Information Technology Services is not liable for damage caused by electrical storms. Surge protectors will not guarantee protection. We recommend that you disconnect both the power cord and communication cables during electrical storms.

Signature _____ Date _____

If your company is tax-exempt, please provide tax-exempt documentation.

For ITS Use only Order _____ Spec I _____ Print _____ Email _____ Spec II _____ Closed _____