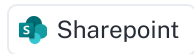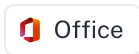Edit   Share

Submitting an Event Request Form for a Temporary Food Permit

This must be completed at least 10 days in advance and is necessary for all open food that is being distributed or sold. This form is not necessary for any prepackaged food sales or distribution.
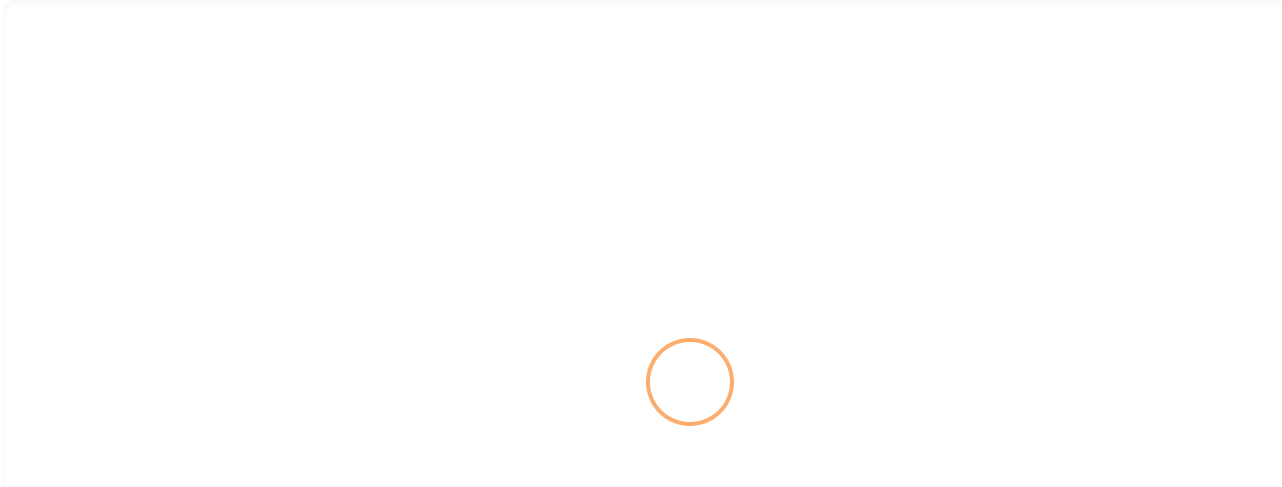
Elise Foradory | 33 steps | 6 minutes

★ Txst   Office   Sharepoint

ⓘ   **This Scribe is only visible to you. Make any changes and then share it.**

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1   Navigate to   https://www.fss.txst.edu/ehsrem/forms/event-request.html ⧉

2   Click the "Name of Main Contact Person *" field.

TEXAS ★ STATE

3   Type the name of the person submitting the form that will be present at the event

4   Click the "Main Contact's Email
*" field.

Event Request Form

Name of Main Contact Person *

Type the name of the person submitting the form that will be present at the

Main Contact's Email *

Main Contact's Phone Number *

Organization/Department *

5   Type the email of the person submitting the form that will be present at the event"

Name of Main Contact Person *

Type the name of the person submitting the form that will be present at the

Main Contact's Email *

Type the email of the person submitting the form that will be present at the

Main Contact's Phone Number *

Organization/Department *

Name of Event *

7   Type the phone number of the person submitting the form that will be
present at the event

8   Click the "Organization/Department
*" field.

Environmental, Health, Safety, Risk

| About Us | P...s | Ergonomics | Forms | Workers' Compensation | Training | TxState Ready Pl Tool |

Event Request Form

9 Type the organizations name (TXST Tennis Sports Club) & "Campus
Recreation"

10 Click the "Name of Event
*" field.

> ⓘ must be a valid e-mail address
>
> **Main Contact's Phone Number ***
>
> Type the phone number of the person submitting the form that will be prese
>
> **Organization/Department ***
>
> Type the organizations name (TXST Tennis Sports Club) & "Campus Recreat
>
> **Name of Event ***
>
> |
>
> **Date(s) of Event**
> Month, Day, and Year

11 Type the name of the event ("TXST Tennis Sports Club Invitational
Tournament")

12 Click the "Date(s) of Event" field.

Name of Event

Type the name of the event ("TXST Tennis Sports Club Invitational Tourname
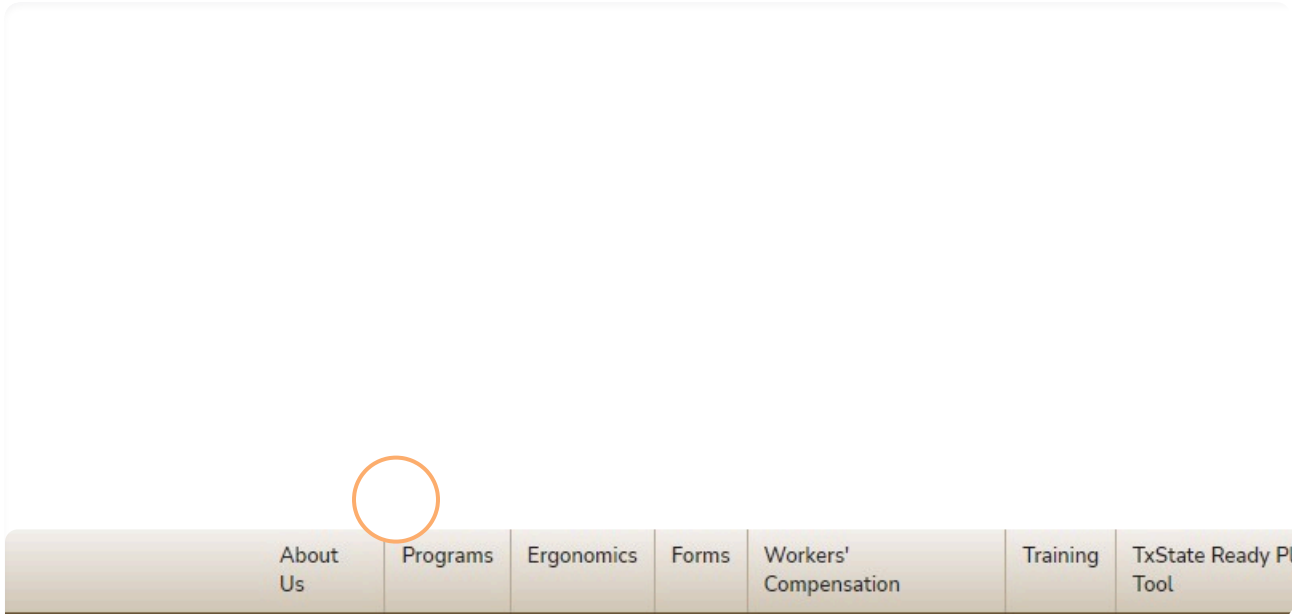
Date(s) of Event

Month, Day, and Year

Event Start Time *

Event End Time *

13   Type date of event or duration of days for the event

14   Click the "Event Start Time *" field.

| About Us | Programs | Ergonomics | Forms | Workers' Compensation | Training | TxState Ready Pl Tool |

Main Contact's Email *

15   Type event start time

16   Click the "Event End Time
          *" field.

Name of Event *

Type the name of the event ("TXST Tennis Sports Club Invitational Tournam

Date(s) of Event

Month, Day, and Year

Type date of event or duration of days for the event

Event Start Time *

Type event start time

Event End Time *

17   Type event end time

18   Click the "Location of Event
          *" field.

Type the name of the event ("TXST Tennis Sports Club Invitational Tournam

Date(s) of Event

Month, Day, and Year

Type date of event or duration of days for the event

Event Start Time *

Type event start time

---

19   Type event location

---

20   Click "Yes, this event is open to the campus community."

Type event end time

Location of Event *

Type event location

Will your event be open to the general campus community? *

Open events allow for any faculty, staff, students, and visitors in the TXST community to attend.

○   Yes, this event is open to the campus   unity.

○   No, this event is private.

Will your event be serving food? *

○   Yes