

KSST Event Request



Event name _____

- date _____

Name of contact _____

- telephone number _____

- e-mail address _____

Brief description of event _____

Please supply a description of the service(s) being requested. Include details of times, location, the scope of each task, any specialised skills or equipment necessary and the number of people required, either here or in the table below:

Function	Location	Operational times		Notes
		from	to	

Name of KSST contact (if known) _____

Event requests will usually be discussed at the next monthly Team meeting, held on the last Tuesday of the month.