



**Department of Transit Services**

**Event Request Form**

<b>Requestor:</b>	<b>Dept:</b>
<b>Contact Cell:</b>	<b>Ext:</b>
<b>Contact Email:</b>	

<b>Event Name:</b>	
<b>Event Date(s):</b>	
<b>No. Passengers:</b>	
<b>Pick-Up Address:</b>	<b>Pick-Up Time:</b>
<b>Return Address:</b>	<b>Return Time:</b>
<b>Requisition No:</b>	
<b>Notes:</b>	

Please submit all completed forms to [sean.kavanagh@pepperdine.edu](mailto:sean.kavanagh@pepperdine.edu) at least ten business days before your event. For events covering multiple days, each day of service requires a separate event request of this information.