

Scheduled Event Guest Wireless Access Form

Please fill out this form to request wireless network access for your upcoming scheduled event. Once this form has been completed and returned, a member of the Network Team will contact you with the login information for your event. **Note: This form should be filled out and returned at least thirty days before the start of your scheduled event.**

1. Name of the scheduled event _____
2. Name of event organizer/sponsor _____
3. Dates and times wireless guest access will be required _____
4. Number of attendees expected _____
5. Building/room numbers _____

6. Activities will the wireless network be used for _____

As the organizer of this event and the requestor of guest access, you assume responsibility for knowing who is accessing Tarleton's Guest Network. As the requestor you will have responsibility for appropriately distributing the guest login information to the event attendees. Please initial beside each statement showing the acceptance of responsibility.

1. I accept the responsibility of distributing guest login information in an appropriate manner. _____
2. I understand that I assume responsibility for the actions of the attendees that I am allowing to access Tarleton's Guest Network. _____
3. I will not distribute login information over social media such as Facebook or Twitter. _____
4. I understand that guest access is best effort and may not work for every attendee. _____

Thank you for taking the time to fill out this form. This information allows Tarleton Information Technology Services the ability to properly plan for your event.

Signature of Sponsor/Event Facilitator _____ Date _____

Signature of Information Technology Director _____ Date _____