

**EVENT APPLICATION**  
Michigan Department of Technology, Management and Budget

**DTMB-0451 Revised 09/10/2020**

**Applications MUST be Received 14 Days Prior to the Event**

**SECTION 1. EVENT INFORMATION**

<p>1. Event Name</p> <hr/> <p>2. Event Date and Time [e.g, 4/16/2018 – 4/20/18 8:00 a.m. to noon daily]</p> <hr/> <p>3. Nature/Purpose of Event</p> <hr/> <p>4. Area Requested (facility, conference room, etc.)</p> <hr/>	<p>5. Number of Attendees (including event staff)</p> <hr/> <p>6. Equipment you will be providing (tents, portable bathrooms, etc.)</p> <hr/> <p>7. Requested Equipment (tables, chairs, projector, etc.)</p> <hr/> <p>8. Requested Staffing:</p> <p><input type="checkbox"/> Facilities Supervisor</p> <p><input type="checkbox"/> Security</p> <p><input type="checkbox"/> Janitorial</p>
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**SECTION 2. ORGANIZATION AND CONTACT INFORMATION**

<p>1. Organization Name and Address</p> <hr/> <p>2. Website</p> <hr/> <p>3. Event Contact Name (printed)</p> <hr/> <p>4. Contact Address</p> <hr/>	<p>5. Contact Telephone Number</p> <hr/> <p>6. Contact Email</p> <hr/>
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**SECTION 3. APPROVALS**

I have read and understand the general guidelines and provisions of [Administrative Guide 0210.06 Conduct on State Property<sup>1</sup>](#) and [Administrative Guide 0210.08 Obtaining Written Authorization for Using State Buildings and Grounds<sup>2</sup>](#) and agree to abide by them. Further, if my event includes a [concession or vending facility<sup>3</sup>](#) as defined under [Michigan's Blind & Visually Disabled Persons Act, 1978 PA 260, MCL 393.351, et seq.<sup>4</sup>](#), including [rules promulgated thereunder](#), I will contact the Bureau of Services for Blind Persons, [Department of Labor and Economic Opportunity<sup>5</sup>](#) to arrange for such services and articles to be provided by blind operators licensed under the Business Enterprise Program so as to be in compliance with applicable law.

Event Contact Signature	Printed Name	Date
Agency Director or Designee Signature for agency-sponsored employee activities	Printed Name	Date

**SECTION 4. FOR DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET USE ONLY**

1. Events Coordinator Notes

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<input type="checkbox"/>	<input type="checkbox"/>	DTMB Events Coordinator Signature	Printed Name	Date
<input type="checkbox"/>	<input type="checkbox"/>	Building Operations Representative Signature	Printed Name	Date

SUBMIT TO: [DTMB-Events-Coordinator@michigan.gov](mailto:DTMB-Events-Coordinator@michigan.gov) If you have questions, please call 517-242-6917.

<sup>1</sup>[http://www.michigan.gov/documents/dmb/0210.06\\_181760\\_7.pdf?20150512130950](http://www.michigan.gov/documents/dmb/0210.06_181760_7.pdf?20150512130950)

<sup>2</sup>[http://www.michigan.gov/documents/dmb/0210.08\\_Obtaining\\_Written\\_Authorization\\_390409\\_7.pdf](http://www.michigan.gov/documents/dmb/0210.08_Obtaining_Written_Authorization_390409_7.pdf)

<sup>3</sup>[http://www.legislature.mi.gov/\(S\(h20hejp3fao0t0hlejhmdpe5\)\)/mileg.aspx?page=getObject&objectName=mcl-393-351&highlight=articles](http://www.legislature.mi.gov/(S(h20hejp3fao0t0hlejhmdpe5))/mileg.aspx?page=getObject&objectName=mcl-393-351&highlight=articles)

<sup>4</sup>[http://www.legislature.mi.gov/\(S\(34zn3cwusdlef2cpi3ygy15y\)\)/mileg.aspx?page=getObject&objectName=mcl-Act-260-of-1978&highlight=articles](http://www.legislature.mi.gov/(S(34zn3cwusdlef2cpi3ygy15y))/mileg.aspx?page=getObject&objectName=mcl-Act-260-of-1978&highlight=articles)

<sup>5</sup>[https://www.michigan.gov/leo/0,5863,7-336-78421\\_28313\\_81736---,00.html](https://www.michigan.gov/leo/0,5863,7-336-78421_28313_81736---,00.html)