**SOLICITUD DE ORGANIZACIÓN Y/O ASESORAMIENTO DE EVENTOS**

FECHA:    /    /

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **DATOS DEL SOLICITANTE** | | | | | | | |
| UNIDAD O INSTITUCIÓN: | | |  | | | | |
| REFERENTE: | |  | | | | | |
| TELÉFONO: |  | | | CELULAR: |  | FAX: |  |
| CORREO ELECTRÓNICO: | | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DATOS DEL EVENTO** | | | | | | |
| ACTIVIDAD A REALIZAR: | | |  | | | |
|  | | | | | | |
|  | | | | | | |
| LUGAR: |  | | | | | |
| FECHA: | /    / | | | | HORA: | DESDE       HASTA |
| REQUERIMIENTOS TÉCNICOS: | | | |  | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
| OBSERVACIONES: | |  | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Firma del referente |  | Aclaración de firma |  |