**REQUEST FOR MOVE TRUCK**(email completed form to move@ieeeusa.org)

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| **Name (person requesting):** |  |
| **Contact Information: E- mail, Telephone** |  |
| **Affiliation:** |  |
| **Are you a member of IEEE?** | **□ Yes? □ No?** |

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| --- | --- |
| **Location of Event(s):** |  |
| **Requested Dates:** |  |
| **Type of Event: STEM, public visibility (or section meeting), etc.** |  |
| **Estimated number of event attendees:** |  |
| **Where will truck be parked for each day and night of the event? \*\*\*** |  |

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| --- | --- |
| **Contact Person( each event):** |  |
| **E-mail, telephone Numbers** |  |

|  |  |
| --- | --- |
| **Do you have any sponsors for the event(s)?  (Events with sponsors are given priority in scheduling.)** | **□ Yes? □ No?** |
| **Where should driver stay?** |  |
| **Who has received training on the MOVE Truck?** |  |

**\*\*\* Please note. Truck is long and high. It is best to find a location just off an interstate highway.  
Truck is 32’ long x 10’ wide x 13’4” for events. Parking the truck is best in a secured lot. Please keep in mind the height and length when making arrangements.**

**MOVE Team Action**

* **Determine scheduling conflicts**
* **Estimate Deployment Team Requirements: Driver, Support Personnel, Equipment, Supplies**
* **Estimate Cost of Deployment**
* **Determine Cost sharing arrangements**
* **Dialog / negotiate with requestor**