



REQUEST FOR MOVE TRUCK

(email completed form to move@ieeeusa.org)

Name (person requesting): _____

Contact Information: E- mail, Telephone _____

Affiliation: _____

Are you a member of IEEE? Yes? No?

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? ***	

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**